

Underwood Revitalization Fund

PO Box 168, Underwood, ND 58576-0168 Phone: (701) 442-5481

PRELIMINARY APPLICATION FORM

Please provide the following information.

If you need more space, attach additional sheets to this application.

SECTION I: General Information																			
<i>Name</i>																			
<i>Address</i>																			
<i>Telephone</i>	<i>Fax</i>	<i>E-mail</i>																	
<i>Business Status</i> <input type="checkbox"/> New (under 6 months) <input type="checkbox"/> Existing (Over 6 months) <i>Date Established</i> _____																			
<i>Describe your products or service</i> _____ _____																			
<i>Have you met all of the legal requirements to establish your business?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know																			
<i>Type of Business Organization</i> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Other _____ </div> <div> <input type="checkbox"/> S Corporation <input type="checkbox"/> C Corporation <input type="checkbox"/> Non-Profit Corporation </div> <div> <input type="checkbox"/> Public Body <input type="checkbox"/> Indian Tribe <input type="checkbox"/> Trust </div> </div>																			
<i>Owner(s) of Business or Service (Provide all with more than 20% ownership interest)</i> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Name(s)</u></th> <th style="text-align: left;"><u>% of Ownership</u></th> <th style="text-align: left;"><u>Address</u></th> <th style="text-align: left;"><u>City/State/Zip</u></th> <th style="text-align: left;"><u>Social Security #</u></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>					<u>Name(s)</u>	<u>% of Ownership</u>	<u>Address</u>	<u>City/State/Zip</u>	<u>Social Security #</u>										
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<i>Tax Identification Number(Required)</i>		<i>DUNS Number(Required)</i>																	
<i>Number of existing full-time employees</i>		<i>Number of existing part-time employees</i>																	
<i>Number of jobs to be created</i> _____ Full-time _____ Part-time		<i>Number of jobs to be retained</i> _____ Full-time _____ Part-time																	
<i>Have you reviewed a recent copy of your Credit Bureau Report?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No																			
<i>Have you, or any of the principals of the business, been involved in bankruptcy or insolvency proceedings?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain _____																			

Proposed Lead Lender

Name_____

Address _____

Telephone_____Contact Person_____

Existing Primary Bank Account – Business Operating Checking/Savings

Name_____

Address _____

Telephone_____Contact Person_____

Existing Primary Bank Account – Loans (if different)

Name_____

Address _____

Telephone_____Contact Person_____

Primary Bank Account(s) - Personal

Name_____

Address _____

Telephone_____Contact Person_____

Company Accountant(s) (if utilized)

Name_____

Address _____

Telephone_____Contact Person_____

Company Attorney(s)(if utilized)

Name_____

Address _____

Telephone_____Contact Person_____

SECTION II: Financing Information

Purpose of the loan

Amount of this loan request \$_____

Breakdown of the expected sources and uses of all loans:

Source	Use	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL		_____

Proposed repayment term _____ Months

Proposed Structure ☐ Term Debt ☐ Equity Injection (Preferred Stock)

Source of repayment

☐ Operating Profit ☐ Personal Income ☐ Other _____

Other Sources of Income

Amount of personal (non-loan) funds you have invested in the business

Proposed collateral

SECTION III: Supplementary Information

- ☐ Resume of owner(s) and management
- ☐ Business Plan, stating your mission or purpose with cash flow projection with assumptions (including start-up cost for one year)
- ☐ Current personal financial statement
- ☐ Personal tax returns for the past two years
- ☐ Pictures, brochures, advertising, samples of your product or service

If an existing business please include:

- ☐ Company tax returns from the past three years
- ☐ Company financial statements for the past three years (including balance sheet, income statement, and statement of cash flows)
- ☐ Current aging of accounts receivables and accounts payables

SECTION IV: Civil Rights Compliance

The following information is requested by the Federal Government in order to monitor compliance with applicable Federal Civil Rights laws. You are not required to furnish this information, but are encouraged to do so. The law states that a provider of services may neither discriminate on the basis of this information, nor on whether you choose to furnish it. However, if you choose not to furnish it, under Federal regulations the provider of services is required to note race, ethnicity, and sex on the basis of visual observation or surname.

Ethnicity (mark one)	Race (mark one or more)
<input type="checkbox"/> Not Hispanic or Latino <input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander
Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male	Veteran Status: <input type="checkbox"/> Veteran <input type="checkbox"/> Non-Veteran

SECTION V: Certification and Authorization

Please read the following and sign the application form below. All owners, officers or partners must sign this application:

The information in the loan application is provided for the purpose of applying for funds under the Underwood Revitalization Fund administered by the Underwood Area Economic Development Corporation on behalf of the City of Underwood. The undersigned says he/she is duly authorized to verify the foregoing application, that he/she has read the same and is familiar with the statements contained herein and that the same are true in substance and in fact. The undersigned specifically authorizes the Underwood Area Economic Development Corporation to do a background check on the applicant, including the checking of references and the verification of any information on the application.

I understand that personal and/or business information may be requested pursuant to this loan application and I hereby give my consent for such information be provided to the Underwood Area Economic Development Corporation. I also understand that the Underwood Area Economic Development Corporation retains the sole decision as to whether this loan application is approved, disapproved or modified. It is my right to accept or decline the loan amount, rate and terms approved by the program.

RELEASE OF INFORMATION

The applicant hereby authorizes any third party to release to the Underwood Area Economic Development Corporation, without limit, any and all financial information regarding the applicant that is requested by the Underwood Area Economic Development Corporation, the City of Underwood, their representatives or employees. Further, the applicant hereby authorizes release of said records and information by the Underwood Area Economic Development Corporation to a third party, as deemed necessary by the Underwood Area Economic Development Corporation, the City of Underwood, their representatives or employees.

Signature

Date

Signature

Date

Underwood Revitalization Fund
CURRENT AND PROJECTED EMPLOYMENT

Business Name: _____

	Existing Jobs as of		Employment Projections								
Type of Employment	Date:		1 st Year		2 nd Year		3 rd Year		% Eligible to LMI Individuals	Average Wage/Salary	Is Health Insurance provided?
	FT	PT	FT	PT	FT	PT	FT	PT			
		Average hours per week		Average hours per week		Average hours per week		Average hours per week			
Professional											
Managerial											
Technical											
Sales											
Office											
Skilled											
Semi-Skilled											
Unskilled											
TOTAL											

Salary and benefit total amounts should be provided for each job category.

The data which you supply to the Underwood Area Economic Development Corporation will be used to assess your firm's qualifications for a business loan. We will not be able to process your financial application without it. There is a possibility this data might constitute a public record if and when a loan is approved, and, at this time, the data may be examined by anyone.

The undersigned says he/she is duly authorized to verify the foregoing application, that he/she has read the same and is familiar with the statements contained herein and that the same are true in substance and in fact. The undersigned specifically authorizes the Underwood Area Economic Development Corporation and/or the City of Underwood to do a background check on the applicant, including the checking of references and the verification of any information on the application.

Signature of Officer of Applicant or Owner if Sole Proprietor

Date: _____

Title: _____