

# Regional Economic Development Center

## Derry Revolving Loan Fund (DRLF)

### Pre-Screening Application

*The Federal Equal Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided that the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal Agency that administers compliance with this law is the Federal Deposit Insurance Corporation, 15 Braintree Hill Office Park, Braintree, MA 02184.*

*Rural Development, as a source of some funds, is an Equal Opportunity Lender, Provider, and Employer. Complaints of discrimination should be sent to USDA, Director, Office of Civil Rights, Washington, D.C. 20250-9410*

1. Borrower/Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_
2. Type of Business: \_\_\_\_\_  
Date Established: \_\_\_\_\_ Federal Tax ID #: \_\_\_\_\_  
DUNS #: \_\_\_\_\_  
(please obtain if you don't have one at 1-866-705-5711)
3. Financing Request:
  - a) Amount Requested from REDC: \_\_\_\_\_
  - b) Have you applied for other financing and for how much? \_\_\_\_\_  
Approved or Declined? \_\_\_\_\_
  - c) How much owner's equity will be committed to this project? \_\_\_\_\_
4. Estimated Project Costs:
  - a) Land \_\_\_\_\_
  - b) Land Improvements \_\_\_\_\_
  - c) Building \_\_\_\_\_
  - d) Machinery & Equipment \_\_\_\_\_
  - e) Professional Fees (lawyers, etc.) \_\_\_\_\_
  - f) Working Capital \_\_\_\_\_
  - g) Other (contingency construction interest, etc.) \_\_\_\_\_
  - Total \_\_\_\_\_

5. Amount Requested and Source of Funds (include terms and loan interest rates)

- a) Bank \_\_\_\_\_
- b) Regional RLF (REDC) \_\_\_\_\_
- c) Agency (SBA, BFA, OSP, etc.) \_\_\_\_\_
- d) Equity \_\_\_\_\_
- e) Total \_\_\_\_\_

6. Please describe your attempts to obtain commercial financing for this project (to whom did you apply)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Brief Project Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Projected timetable for completion of project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Available collateral other than project assets (home equity & equipment, etc.): \_\_\_\_\_

_____	Value _____	Appraisal Available _____
_____	Value _____	Appraisal Available _____
_____	Value _____	Appraisal Available _____

9. Job Creation

- 1. Current number of FT and PT jobs \_\_\_\_\_
- 2. Projected number of FT and PT jobs after completion \_\_\_\_\_

10. Application prepared by:

Name \_\_\_\_\_

Title \_\_\_\_\_ Telephone \_\_\_\_\_

11. Registered Agent: (legal representative for notification purposes in NH)

Name \_\_\_\_\_

Title \_\_\_\_\_ Telephone \_\_\_\_\_

12. The following questions pertain to the applicant, company, officers, directors or principal stockholders:

Have you ever declared bankruptcy? Yes\_\_\_\_ No\_\_\_\_

Have you ever been in receivership? Yes\_\_\_\_ No\_\_\_\_

Have you ever had any compromises with creditors? Yes\_\_\_\_ No\_\_\_\_

Do you have any pending litigation? Yes\_\_\_\_ No\_\_\_\_

Do you have any pending criminal charges? Yes\_\_\_\_ No\_\_\_\_

Have you ever been convicted of a felony? Yes\_\_\_\_ No\_\_\_\_

Do you owe any payroll or other taxes to the IRS? Yes\_\_\_\_ No\_\_\_\_

Are you in default on any federal/school loans? Yes\_\_\_\_ No\_\_\_\_

If yes, please describe below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please check this box indicating you will agree to submit to a background investigation on employment and education references, if requested by REDC, for the purposes of obtaining information about you from easyBackgrounds, Inc., a consumer reporting agency, for loan application purposes.

13. Are all principals U.S. Citizens? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please detail \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**14. Please list all officers and stockholders of the corporation with 20% or more ownership:**

(If no person has more than 20%, please list the officer/shareholders with two highest majorities)

1. Name \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Percent (%) Ownership \_\_\_\_\_  
Social Security Number \_\_\_\_\_ Date of Birth: \_\_\_\_\_
  
2. Name \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Percent (%) Ownership \_\_\_\_\_  
Social Security Number \_\_\_\_\_ Date of Birth: \_\_\_\_\_
  
3. Name \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Percent (%) Ownership \_\_\_\_\_  
Social Security Number \_\_\_\_\_ Date of Birth: \_\_\_\_\_
  
4. Name \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Percent (%) Ownership \_\_\_\_\_  
Social Security Number \_\_\_\_\_ Date of Birth: \_\_\_\_\_

15. CERTIFICATION / AUTHORIZATION / SIGNATORY PAGES

1. I / we certify that all information provided is accurate and true to the best of my knowledge. I further certify that the corporation / company applying for funds is current and in good standing with any applicable payroll or other taxes due to the Internal Revenue Service.
2. I / we acknowledge that there are fees associated with applying for a loan through all REDC loan programs. A Loan Origination Fee may be included at the time of offer. Legal costs are due at closing and paid by the borrower.
3. I / we authorize REDC to share information gathered on this form and provided by me to the REDC, with any or all of the REDC Revolving Loan Fund Bank participating banks.
4. I / we authorize REDC to obtain credit reports on my credit history.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

- REDC occasionally produces printed and online material for marketing purposes. We often include very general information about customers that we have provided funding to. Please check this box if you authorize REDC to include general information about your company in our marketing material.

***IRP LOAN APPLICATIONS ONLY – Additional Information***

To all loan applicants: Additional forms are required by the USDA in order to process your loan application. If your loan is approved you will be required to provide this information on an on-going basis for all of your employees. Please complete the Civil Rights and Equal Opportunity Form as well as the Assurance Agreement and return them with your completed loan application. Please contact REDC with any questions at 603-772-2655.

**REDC PRE-SCREENING LOAN APPLICATION  
PART II**

**Company:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please provide all items marked with a ✓ as part of this loan application.

**Information Needed**

- Last 3 year's fiscal year end financial statements
- Last 3 year's corporate tax returns
- Current management-prepared interim financial statement (Balance Sheet and Profit & Loss) and last year's similar period interim financial statement for comparison purposes
- Last 3 year's financial statements and/or tax returns on all affiliated companies and real estate entities (if applicable)
- Projections – along with facts and assumptions supporting them
- Cash Flow Projections
- Current Accounts Receivable Agings
- Current Accounts Payable Agings
- Personal financial statement on all owners/guarantors: \_\_\_\_\_
- Personal tax returns on all owners/guarantors: \_\_\_\_\_
- Equipment List
- Business Plan
- Background on Management
- Brochures and other information as to company's products and services
- \_\_\_\_\_
- \_\_\_\_\_

**REDC Pre-Screening Loan Application Addendum**

Creditor	Loan Balance	Monthly Payment	PURPOSE/DESCRIPTION	Interest Rate	Loan Origination Date	Maturity Date	Collateral