



**IV. FINANCING TERMS AND CONDITIONS**

	RLF	Bank #1	Other #1 Bank #2	Other #2 (Specify)	State of IA (Specify)	Equity	TOTAL
Amount	_____	_____	_____	_____	_____	_____	_____
% of Project Costs	_____	_____	_____	_____	_____	_____	_____
Term (years)	_____	_____	_____	_____	_____	_____	_____
Interest Rates	_____	_____	_____	_____	_____	_____	_____
Debt Service	_____	_____	_____	_____	_____	_____	_____
Collateral Offered:	_____	_____	_____	_____	_____	_____	_____
Asset	_____	_____	_____	_____	_____	_____	_____
Lien Position	_____	_____	_____	_____	_____	_____	_____
Collateral Offered:	_____	_____	_____	_____	_____	_____	_____
Asset	_____	_____	_____	_____	_____	_____	_____
Lien Position	_____	_____	_____	_____	_____	_____	_____
Participating Bank #1:	_____						
Contact Person:	_____				Phone: (____)	_____	
Participating Bank #2:	_____						
Contact Person:	_____				Phone: (____)	_____	
Other Lender #1:	_____						
Contact Person:	_____				Phone: (____)	_____	
Other Lender #2:	_____						
Contact Person:	_____				Phone: (____)	_____	

**V. QUESTIONS**

- A. Will you agree to make a conscientious effort to hire your employees from this area when possible, paying particular attention to displaced farm families, the underemployed and the unemployed in the county? \_\_\_\_\_ Yes \_\_\_\_\_ No
- B. Will any current employees lose their jobs if this project is not approved?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
- C. Explain why our assistance is needed and why it is not feasible to obtain assistance elsewhere (i.e. specific reasons why the project could not be or would not be accomplished without our assistance).
- D. Is this company willing to give preference in hiring low and moderate income persons?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
- E. Are you related to any current employee(s) or Board Member(s) of River Valley Telecommunications Coop? \_\_\_\_\_ Yes \_\_\_\_\_ No

**VI. BUSINESS PLAN OUTLINE (Feel free to answer on a separate piece of paper as needed)**

- A. **Executive Summary of Company and Project**
- B. **Brief History of Business**
  1. Describe the past operation of the business and/or the events leading to its creation.

2. Current or proposed ownership
3. Number of employees; average wage; benefit and training package

**C. Market Analysis and Strategy**

1. Description of current buyers and target markets (provide verification of purchase orders, contracts, etc., which relate to reasons for the loan request).
2. Competition
3. Pricing
4. Distribution
5. Advertising
6. Sales Promotion

**D. Products**

1. Description of product line.
2. Proprietary position of patents, copyrights, legal and technical considerations.
3. Comparison to competition.

**E. Manufacturing Process**

1. Materials
2. Production Methods

**F. Describe the Project**

1. Describe the project to be undertaken and timeline.
2. Has the project started? If yes, please explain.
3. Break down the number of new employees to be hired within the next 24 months including average wage.
4. Include construction blueprints and/or a list of equipment to be purchased as part of the project. If contractor, architect, or equipment vendor have been selected, please include information on that business.

**G. Financial Statements**

1. Sources/Uses Statement for the project.
2. Monthly Cash Flow Analysis for next 12 months.
3. Profit and Loss Statement: last three years and current quarter, plus two-year projection.
4. Balance Sheet: last three years and current quarter, plus two-year projection.
5. Schedule of existing business debt including outstanding balance, interest rate, term, maturity date, and collateral on all existing debt.

**H. Statement of Proposed Collateral**

A detailed list of all collateral offered, its value, and security position by funding source.

**I. Resumes and Personal Financial Statements**

Include resumes of all principals as well as current, dated, and signed personal financial statements on all principals with a significant financial interest in this business.

**J. Commitment Letters**

Include commitment letters from banks or others which state the terms and conditions of their participation.

**K. Affiliates**

Description of any affiliates or subsidiaries of business or principals requesting assistance, as well as a balance sheet and income statement for past two fiscal years on such affiliates or subsidiaries.

**L. Appraisals/Proposed Leases/Purchase Options or Agreements**

An independent appraisal will be required for any real estate which is a subject of the proposed financing or which is offered as a major source of collateral to secure the loan. Also include copies of existing or proposed lease(s), purchase options or agreements, or any other financial arrangements.

**M. Partnership Certificate of Authorization or Corporate Certificate of Authority and Incumbency;** include minutes of the corporate meeting adopting this certification, where applicable.

**N. Other Required Documents**

1. Copy of last year's submitted business income tax statement.
2. Copy of last year's submitted personal income tax statement.
3. Articles of Incorporation (or Organization if L.L.C.).
4. Bylaws
5. Written verification from primary lender that project could not be funded from commercial sources (either due to underwriting guidelines, rates, and/or terms).
6. Evidence of payment of last quarter's payroll tax.
7. Evidence of Worker's Compensation insurance coverage.

**CERTIFICATION TO BE SIGNED BY APPLICANT**

The undersigned, duly authorized officers of Applicant, hereby certify that the filing of this application was duly authorized by its Board of Directors (or governing body), that the statements made in the foregoing application and in all exhibits and documents submitted in connection therewith are true and correct to be the best information and belief of the undersigned and are submitted as a basis for the loan.

Likewise, the undersigned has willfully furnished this confidential information to River Valley Telecommunications Coop for the purpose of applying for a loan. I further understand that this information will become available to the Revolving Loan Fund Loan Review Committee and the River Valley Telecommunications Coop Board of Directors. I further authorize RLF staff to be in contact with those individuals and institutions involved in the proposed project.

In addition, the undersigned also acknowledges that the loan applicant will be responsible for all "out-of-pocket" expenses such as, but not limited to, attorney fees, abstract charges, filing fees, appraisals and environmental reviews.

NAME OF APPLICANT

\_\_\_\_\_

(Individual, general partner, trade name, corporation, or political subdivision)

By \_\_\_\_\_ Date \_\_\_\_\_

Typed Name \_\_\_\_\_

Title \_\_\_\_\_

Attest By \_\_\_\_\_

Typed Name \_\_\_\_\_

Title \_\_\_\_\_

RIGHT TO FINANCIAL PRIVACY ACT OF 1978

**\*NOTICE\***

This Act is designed to protect your right to financial privacy. This is notice to you, as required by the Right of Financial Privacy Act of 1978, of River Valley Telecommunications Coop's access rights to financial records held by financial institutions that are or have been doing business with you or your business, including any financial institution participating in this loan or loan guaranty in connection with your loan application. The law provides that the access rights continue for the term of any approved loan without further notice as long as River Valley Telecommunications Coop retains any interest in the loan.

ACKNOWLEDGMENT

I (we) certify that I (we) have read this notice and that I (we) have been given a copy of it.

Business Name: \_\_\_\_\_

By: \_\_\_\_\_  
(Name and Title)

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

Proprietor, Partners, Principals, and Guarantors

Date: \_\_\_\_\_  
\_\_\_\_\_ (Signature)

Date: \_\_\_\_\_  
\_\_\_\_\_ (Signature)

Date: \_\_\_\_\_  
\_\_\_\_\_ (Signature)

Date: \_\_\_\_\_  
\_\_\_\_\_ (Signature)

## NONDISCRIMINATION STATEMENT

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, religion, age, disability, or marital or family status. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA Director Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an Equal Opportunity provider and employer.

### \*\*\*IMPORTANT NOTICE\*\*\*

The following information is requested by the Federal Government in order to monitor compliance with Federal Laws prohibiting discrimination against applicants seeking to participate in the program. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race/national origin of individual applicants on the basis of visual observation or surname.

Ethnicity:

Hispanic or Latino \_\_\_\_\_

Not Hispanic or Latino \_\_\_\_\_

Race: (Mark one or more)

White \_\_\_\_\_

Black or African American \_\_\_\_\_

American Indian/Alaska Native \_\_\_\_\_

Asian \_\_\_\_\_

Native Hawaiian or Other Pacific Islander \_\_\_\_\_

Sex: Male \_\_\_\_\_

Female \_\_\_\_\_

Information provided by: Borrower \_\_\_\_\_

Lender \_\_\_\_\_

Free Resources for Small Business

The Small Business Administration

[www.sba.gov](http://www.sba.gov)

USDA Rural Development Programs

<http://www.rurdev.usda.gov/>

The Small Business Development Centers in Iowa

<http://www.iabusnet.org>