

Intermediary Relending Program (IRP) Application Checklist

Thank you for your interest in the DCDC Revolving Fund!

Please provide the supporting documentation on the list that follows. We cannot process your loan application until we have all of the required information. If you need assistance in completing any portion of the requested information, do not hesitate to call so that we may assist you.

Recipient Name: _____

* indicates that the forms are available.

1. Business Information

- * IRP Application
- * Business Plan (*new businesses only*)
- * Resume of Principal(s) (normally those with 20% ownership or more)
- * Resolution of Board of Directors
- * Articles of Incorporation/By-Laws
- * Partnership Agreement
- * Certificate as to Partners
- Franchise Agreement and Franchisers Disclosure Statement
- DUNS Number (REQUIRED – please see enclosed instructions to obtain number)

2. Project Information

- Purchase Agreement
- Preliminary Building Plans and Specifications
- Cost Estimates (Construction, Machinery, Equipment) and forecast for funds
- Lease Agreement (Existing or Future)
- Project Appraisal
- Legal Description of project property or location of equipment
- Summary of Collateral

3. Financial Information - Business

- Income Statement - Past 2 years plus current (within 60 days)
- Balance Sheet - Past 2 years plus current (within 60 days)
- Aging Schedules of Accounts Receivable/Payable (Same date as Balance Sheet)
- Business Federal Tax Returns (past 2 years)
- Cash Flow (2 years) with assumptions
- * Projected statements - 2 years

4. Financial Information - Personal

- * Personal Financial Statements of Principal Owners
- Individual Federal Tax Returns of Principal(s) (past 2 years)

5. Other Information

- * Assurance Agreement
- * Request for Environmental Information
- * Bank Commitment Letter
- * Release for Credit Information
- * Inability to Finance Project Elsewhere
- * Equal Opportunity Agreement
- * Fee Agreement
- * Credit and Eligibility Certification
- * Certificate of Employment
- * Certification Regarding Debarment

Please return this checklist with your completed application packet

Please visit our website at www.dakotacdc.com for copies of the application and necessary forms.