

**SOUTH CENTRAL OREGON ECONOMIC DEVELOPMENT DISTRICT**  
**KLAMATH-LAKE REGIONAL HOUSING CENTER**  
**P.O. BOX 1539 KLAMATH FALLS, OR 97601 (541) 884-5593**

## **BUSINESS LOAN APPLICATON**

The South Central Oregon Economic Development District is pleased to partner with the Klamath-Lake Regional Housing Center (KLRHC), the United States Department of Agriculture (USDA), the Oregon Business Development Department (OBDD) and the Economic Development Administration (EDA) to provide financing opportunities to businesses in Klamath and Lake Counties.

The purpose of these programs is to alleviate poverty and increase economic activity and employment in rural communities, especially disadvantaged and remote communities. The programs financing is targeted primarily towards smaller and emerging businesses, in partnership with other public and private resources, and in accordance with State and regional strategy based on identified community needs.

Please provide the information found in this packet about your project – we cannot begin the review process until you have submitted a complete application. In addition to the loan application materials, we may ask for more information, depending on project circumstances.

The loan approval process typically takes six to eight weeks. SCOEDD charges a \$100 non-refundable application fee to select programs. Be sure and check with your personal bank first. This program does not substitute for appropriate bank financing.

If you have any questions, or would like more information about other financing tools available, please contact SCOEDD at (541) 884-5593.



South Central Oregon Economic Development District is an Equal Opportunity Provider.

# LOAN APPLICATION CHECKLIST

ADDITIONAL INFORMATION AND DOCUMENTATION MAY BE REQUIRED FOR FINAL LOAN APPROVAL AND CLOSING.

## REQUIRED OF ALL APPLICANTS:

- Completed Loan Application
- Written Business Plan
  - ✓ Resume from owners and key managers, with emphasis on Industry experience and management background.
  - ✓ Written description of the project, including details on how the project will benefit your business. Please include number and type of current full-time-equivalent jobs now and two years after project completion.
  - ✓ Proposed project amount and break down of project costs: land, building, equipment, working capital, etc. For construction projects, include initial cost estimates from contractor. Please indicate the amount and source of cash from the business or the owners that will go into the project.
- Financial Projects – for a least 1 year by month (Income Statement, Balance Sheet, Cash Flow, and list of key assumptions).
- Personal Financial Statements (current within 30 days from everyone who owns 20% or more of the business).
- Personal Income Tax Return (past 3 years from everyone who owns 20% or more of the business).
- Copy of Personal Credit Report (SCOEDD will pull this information)
- If any of the owners also owns 20% or more of another business:
  - ✓ List and explanation of ownership
  - ✓ Business tax returns for the past two years
  - ✓ Financial statements current within 60 days

## EXISTING BUSINESSES ARE ALSO REQUIRED TO PROVIDE:

- Business Financial Statements including Income Statement, Balance Sheet, and Cash Flow (current within 30 days and from the past two years).
  - ✓ Please attach a separate sheet that shows details on all business loans – lender, original date, collateral, interest rate, length of loan, monthly payments. This includes all owner notes to the business. Also include a summary aging of accounts receivable.
- Business Income Tax Returns (past 3 years)
- Written history of the business-include details of how the business was started, type of products and customers, marketing, and competition.

## BUSINESS LOAN APPLICATION AGREEMENT

South Central Oregon Economic Development District, its members, officers, agents, and attorneys are hereinafter referred to collectively as "SCOEDD". The loan applicant, including all individuals, partners, partnerships, corporations, limited liability companies, and other affiliated entities, is hereinafter referred to collectively as "Client".

1. Loan Application  
Client agrees to promptly and accurately supply all information requested in the loan application. However, additional information beyond that listed in the loan application may also be required by SCOEDD, depending upon project circumstances. Client understands and agrees that a loan cannot be considered if Client does not provide SCOEDD with all requested information.
2. Project Financing  
SCOEDD will seek financing for Client if it determines, in its sole discretion, that Client's project is within SCOEDD's eligibility criteria, the project is likely to be approved by the appropriate governing body(s), and other elements of the complete project can also be financed.
3. No SCOEDD Liability  
Project financing is dependent upon many factors which SCOEDD cannot control. Accordingly, SCOEDD does not promise that Client will obtain a loan. Client agrees that SCOEDD shall not be responsible in any manner or liable to the Client or any other person in the event that financial assistance is not obtained from SCOEDD or from any private or public financing sources.
4. Loan Fees  
If a loan is approved, Client agrees to pay SCOEDD a loan fee equal to one and one-half percent (1.5%) of the loan amount, due at loan closing. Client agrees to pay all costs of closing the loan, including but not limited to title insurance, recording fees, credit report fees, lien search fees, and SCOEDD's legal fees relating to the loan transaction (such as document review). Client agrees to pay a deposit to SCOEDD at the time of closing to cover the estimated costs of closing the loan. Client agrees to pay, upon billing by SCOEDD, any costs beyond the deposit amount. SCOEDD agrees to promptly refund any deposit amount in excess of the actual costs of closing the loan. To the extent permitted by rules and procedures, Client will pay SCOEDD's reasonable attorney's fees and expenses for work performed in enforcing this and other agreements between the parties and modifying, amending, or transferring the terms, conditions, or interests connected with the loan and security therefore.
5. Business and Credit Information  
Client agrees that SCOEDD may receive confidential business, financial and credit information about Client from financial institutions, credit reporting agencies, or other sources. SCOEDD agrees that all confidential information received will be held in confidence and not divulged to persons or agencies other than prospective lenders or guarantors, Client's attorney and accountant, and other persons designated by Client. However, this is subject to Oregon laws relating to disclosure of certain information by public agencies.
6. Change of Circumstances  
Client agrees to notify SCOEDD immediately in writing of any materially adverse change in Client's financial or other conditions since the date of application. The absence of such notification shall be considered a continuing statement that no such adverse change has occurred.
7. Voluntary Discharge  
Notwithstanding the provisions above, Client agrees to allow SCOEDD to disclose the following information upon loan approval: business name, general project, description, city where project is located, loan amount, total project amount, and the number of jobs expected to be created or retained as a result of the project.

*By signing below, Client concurs with all the terms and conditions of this "Business Loan Application Agreement". Client certifies that the persons signing on behalf of Client are authorized to do so by the individuals, partnerships, corporations, limited liability companies, or other entities that are to be assisted under this agreement.*

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Printed Name & Title	Signature	Date
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Printed Name & Title	Signature	Date
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# BUSINESS LOAN APPLICATION

## GENERAL INFORMATION SHEET

*The application will be complete for processing when the information sheet, supporting attachments (included in the check list), lender commitments and application fee are received by South Central Oregon Economic Development District.*

*Staff is available to meet in a pre-application conference to discuss loan requests if applicant desires. If additional room is needed to answer a question, please attach an additional sheet and label accordingly.*

### I. Borrower Information

\_\_\_\_\_  
Company Contact

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZipCode

\_\_\_\_\_  
County

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Alternate Phone

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
Proprietorship

\_\_\_\_\_  
C Corporation

\_\_\_\_\_  
Partnership

\_\_\_\_\_  
S Corporation

\_\_\_\_\_  
LLC Corporation

Date Established \_\_\_\_\_

Date Incorporated \_\_\_\_\_

State of Incorporation \_\_\_\_\_

IRS Number \_\_\_\_\_

SIC Code \_\_\_\_\_

DUNS \_\_\_\_\_

## II. Company Principals

Proprietor, partners, officers, directors and all holders of outstanding stock – 100% of ownership must be shown.

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Name, Title, and Social Security Number*	% Owned	DOB
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Name, Title, and Social Security Number*	% Owned	DOB
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Name, Title, and Social Security Number*	% Owned	DOB
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\*Disclosure of social security numbers is not mandatory; the department intends to use the number to obtain a credit report to comply with OAR 123-17—3- the Privacy Act of 1974 prohibits the state from denying a loan because a person refuses to give their social security number.

## III. Purpose of Loan

### A. Use of Proceeds

### Project Costs

Land Acquisition	\$ _____
Building Acquisition	\$ _____
Equipment Acquisition	\$ _____
New Construction	\$ _____
Renovation	\$ _____
Working Capital	\$ _____
Product Inventory	\$ _____
Other (Specify)	\$ _____
<b>Total</b>	<b>\$ _____</b>

*Please be specific about proposed uses of loan proceeds*

### B. Sources of Financing: Please attach copies of commitment of each source of financing.

Name of Lender	Purpose	Amount	Rate	Term
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**TOTAL \$ \_\_\_\_\_**

Note: Total use of proceeds (A) must equal total sources of financing (B).

Source of Equity \_\_\_\_\_

**IV. Guaranties Offered**

Identify personal and corporate guaranties:

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

**V. Employment Information**

**A. Current and projected (at the end of two years) employees in various job categories.**

	Current #	Average Wage Rate	Projected #	Average Wage Rate
Managerial	_____	_____	_____	_____
Office	_____	_____	_____	_____
Sales	_____	_____	_____	_____
Tech/Professional	_____	_____	_____	_____
Production	_____	_____	_____	_____
Other	_____	_____	_____	_____

**B. Projected number of new full-time (FTE) positions created or saved as a result of assistance.**

	Created	Saved
First Year	_____	_____
Second Year	_____	_____
Third Year	_____	_____

**VI. Business Affiliations**

**Banker**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Years Affiliation: \_\_\_\_\_

**Attorney**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Years Affiliation: \_\_\_\_\_

**Accountant**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Years Affiliation: \_\_\_\_\_

# 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 this 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.

Please check the category which applies to you:

VETERAN	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Owner/Partner #1		
ETHNICITY	<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Not Hispanic or Latino
GENDER	<input type="checkbox"/> Male	<input type="checkbox"/> Female
RACE	<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Asian <span style="float: right;"><input type="checkbox"/> White</span>
	<input type="checkbox"/> Black or African American	<input type="checkbox"/> Native Hawaiian or other Pacific Islander
Owner/Partner #2		
ETHNICITY	<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Not Hispanic or Latino
GENDER	<input type="checkbox"/> Male	<input type="checkbox"/> Female
RACE	<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Asian <span style="float: right;"><input type="checkbox"/> White</span>
	<input type="checkbox"/> Black or African American	
Owner/Partner #3		
ETHNICITY	<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Not Hispanic or Latino
GENDER	<input type="checkbox"/> Male	<input type="checkbox"/> Female
RACE	<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Asian <span style="float: right;"><input type="checkbox"/> White</span>
	<input type="checkbox"/> Black or African American	
Owner/Partner #4		
ETHNICITY	<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Not Hispanic or Latino
GENDER	<input type="checkbox"/> Male	<input type="checkbox"/> Female
RACE	<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Asian <span style="float: right;"><input type="checkbox"/> White</span>
	<input type="checkbox"/> Black or African American	
<b>CHECK YES OR NO TO THE FOLLOWING QUESTIONS:</b>		
1.	Are you or your business involved in any pending lawsuits	<input type="checkbox"/> Yes <span style="float: right;"><input type="checkbox"/> No</span>
2.	Has applicant or any officer of the applicant ever been in receivership or adjudicated as bankrupt?	<input type="checkbox"/> Yes <span style="float: right;"><input type="checkbox"/> No</span>
3.	Have any owners of the business ever been arrested or convicted for any criminal offense other than a minor vehicle violation?	<input type="checkbox"/> Yes <span style="float: right;"><input type="checkbox"/> No</span>
4.	Have you previously received financing from Rural Business-Cooperative Service (formerly FmHA), or the Rural Development Administration?	<input type="checkbox"/> Yes <span style="float: right;"><input type="checkbox"/> No</span>
5.	Is any owner or officer of the company, or members of your immediate families, currently employees of the Rural Business-Cooperative	<input type="checkbox"/> Yes <span style="float: right;"><input type="checkbox"/> No</span>
6.	Are all owners of the business U.S. citizens?	<input type="checkbox"/> Yes <span style="float: right;"><input type="checkbox"/> No</span>
	If no, give alien registration number: _____	

If you answered "yes" to question 1, 2, 3, 4, or 5, please explain:

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## **SCHEDULE OF POTENTIAL COLLATERAL**

Applicant \_\_\_\_\_

**List all collateral that may be used as security for this loan**

### **Section I. – Real Estate**

If available, attach a copy of the deed(s) containing a full legal description of the land and show the location (street address) and city where the deed(s) is recorded. Following the address below, give a brief description of the improvements, such as size, type of construction, use and present condition (use additional sheets if more space is required).

Address	Year Acquired	Original Cost	Market Value	Amount of Lien	Name and Address of Lienholder

### **Section II. – Personal Property**

All items listed herein must show manufacturer or make, model, year, and serial number. Items with no serial number must be clearly identified (use additional sheets if more space is required).

Description-show manufacturer, model, serial #	Year Acquired	Original Cost	Market Value	Amount of Lien	Name and Address of Lienholder





**SOUTH CENTRAL OREGON  
ECONOMIC DEVELOPMENT DISTRICT**

**PERSONAL FINANCIAL STATEMENT**

As of \_\_\_\_\_

LAST NAME FIRST MIDDLE			DATE OF BIRTH	SOCIAL SECURITY NUMBER	
STREET ADDRESS			CITY, STATE, ZIP		
HOME PHONE	BUSINESS PHONE	AGES OF DEPENDENT CHILDREN	EMPLOYER/SELF-EMPLOYED	# OF YEARS	POSITION/OCCUPATION

You may apply for credit in your own name alone, regardless of marital status. *Indicate below how you are applying for credit:*

- I am applying for credit in my individual name and I am relying on my own Income and assets, which are set forth below, and not the income or assets of another person.
- I am applying for credit and I am relying on my Income and assets, as well as Income and/or assets owned jointly by me with another person or another source identified as follows:  
\_\_\_\_\_
- We are applying for joint credit, the names of the co-applicants are\*:  
\_\_\_\_\_

\*The spouse of a joint applicant need not sign unless he/she intends to be a co-applicant.

SPOUSES'S NAME	SPOUSE'S EMPLOYER	SALARY OR WAGE PER _____
SOURCE OF OTHER INCOME	SPOUSE SOCIAL SECURITY NUMBER	AMOUNT OF OTHER INCOME PER _____

ASSETS	(Omit Cents)
Cash on Hand & In Banks	
Savings Account	
IRA or Other Retirement Account	
Accounts & Notes Receivable- <b>Schedule A</b>	
Life Insurance-Cash Surrender Value Only	
Stocks and Bonds- <b>Schedule B</b>	
Real Estate – <b>Schedule C</b>	
Automobiles & Trucks –Present Value	
Livestock, Crops, Farm Products	
Other Personal Property	
Other Assets	
<b>Total Assets:</b>	

LIABILITIES	(Omit Cents)
Accounts Payable – <b>Schedule D</b>	
Notes Payable to banks Others- <b>Schedule E</b>	
Installment Account (Auto)- <b>Schedule F</b> <b>Mo. Payment \$</b> _____	
Installment Account (Other)- <b>Schedule F</b> <b>Mo. Payment \$</b> _____	
Loan on Life Insurance	
Mortgages on Real Estate- <b>Schedule C</b>	
Unpaid Taxes	
Other Liabilities	
Total Liabilities:	
Total Net Worth	
<b>Total Liabilities &amp; Net Worth</b>	

Schedule A. Accounts Receivable			Schedule A. Notes Receivable		
Name	Amount	Due Date	Name	Amount	Due Date
<b>TOTAL</b>			<b>TOTAL</b>		

Schedule B. Stocks & Bonds					
Name of Company	Registered Name	Number of Shares	Market Value per Share	Total Market Value	Source of Value
<b>TOTAL</b>					

Schedule C. Real Estate						Mortgage or Contracts		Rental Income
Location, Size, Description	Title in Name of:	Year Acquired	Original Cost	Market Value	Loan Payable to:	Balance	Mo. Pymnt.	
<b>TOTAL</b>			<b>TOTAL</b>					

Schedule D. ACCOUNTS PAYABLE			SCHEDULE E. NOTES PAYABLE		
Payable To	Amount	Terms	Payable To	Amount	Terms
<b>TOTAL</b>			<b>TOTAL</b>		

Schedule F. INSTALLMENT OBLICATIONS				
Payable to:	Collateral	Balance	Final Due Date	Monthly Payment
<b>TOTAL</b>			<b>TOTAL</b>	

I/We have provided information in this application truthfully as of the date stated above. The undersigned represents and warrants that there are no other liabilities of any nature whatsoever other than stated hereon and agrees to notify South Central Oregon Economic Development District promptly of any change in the financial condition of the undersigned that in any way adversely affects the financial responsibility of the undersigned.

I/We authorize South Central Oregon Economic Development District to verify or check any of the information given, check credit references, verify employment, and obtain one or more credit reports in connection with this credit application or in connection with any periodic review of any loans or credit which may have been extended to me/us. If I am married and live in a community property state, this authorization is also made on behalf of my spouse even if he/she is not a co-applicant.

Except as otherwise set forth herein, the undersigned further agrees that no listed assets are held in joint tenancy with any person other than the undersigned's spouse and will not be so listed in the future.

I/We give all of my/our creditors permission to give South Central Oregon Economic Development District any information it needs to make a credit granting decisions. I/We give South Central Oregon Economic Development District permission to report to credit reporting agencies and others and the results of such investigations and South Central Oregon Economic Development District's experience with my/our loan account.

\_\_\_\_\_  
**Applicant's Signature**

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

\_\_\_\_\_  
**Spouse's Signature\***

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

\*Spouse need not sign unless he/she is a co-applicant.