



**South Dakota Community Capital Fund
APPLICATION CHECKLIST**

BUSINESS CONTACT INFORMATION

A completed application form and business data, based on the following list, is essential to the application process. The following is a list of supporting documentation generally needed to develop a loan recommendation. South Dakota Rural Enterprise understands that not all items are applicable to every loan. If information is not available or you have questions about what is required for a complete application, please contact South Dakota Rural Enterprise at 605.978.2804 and ask for loan fund information.

	Application (used attached form)
	Business Plan (description of business and loan purpose)
	Balance Sheet – past three years plus current (within 90 days) for existing business
	Income and Cash Flow Statement – past three years plus current for existing business
	Accounts receivable aging as of last current balance sheet date enclosed
	Business Federal Tax Returns for past three years
	Resume or background information on principal owner(s), normally those with 20% ownership or more
	Personal Financial Statement(s) of the principal owner(s) with over 20% ownership, current and signed
	Personal Federal Tax Returns for past three years
	Business Debt Schedule
	Projected Balance Sheet, Income and Cash Flow Statement – projected for three years
	Cost estimates on real estate, construction and/or equipment purchases
	Preliminary building plans and specifications (if applicable)
	Lease Agreement (if applicable)
	List of equipment with current market value
	Summary of available collateral and collateral positions of all lenders
	Resolution giving authority to borrow funds and execute loan documents, if applicant is a corporation, LLC, or government entity
	\$100 non-refundable application fee payable to SDCCF, Inc.





South Dakota Community Capital Fund LOAN APPLICATION		
BUSINESS CONTACT INFORMATION		
Applicant name:		
Business name:		
Phone:	Fax:	E-mail:
Business address:		
City:	State:	ZIP Code:
Primary Contact:		
Title:		
Tax ID #:		
LOAN REQUEST		
Loan Amount:	Project Cost:	
PROJECT COST BREAKDOWN		
Use:	Amount:	
Use:	Amount:	
Use:	Amount:	
Use:	Amount:	
PROJECT COST SOURCES		
Creditors	Amount	
1.		
2.		
3.		
4.		
5.		
Total		
COMMERCIAL LENDER		
Applicants Commercial Lender:		
Contact Person:	Phone:	
Address:		



NATURE OF BUSINESS
Date established:
History:
Summary of Product:
Service provided:
Anticipated changes to business:
Market area served:
Growth potential:
Industry influences:
Strengths:
Weaknesses:
Opportunities:
Threats:



COMPANY OWNERSHIP			
1. Name	Title:	% Ownership:	
Address		SSN:	
2. Name	Title:	% Ownership:	
Address		SSN:	
3. Name	Title:	% Ownership:	
Address		SSN:	
ADVISORS			
Accountant:		Phone:	
Legal Counsel:		Phone:	
Consultant:		Phone:	
EMPLOYEE INFORMATION			
# of existing employees	FT	PT	Minorities
# of anticipated new jobs	FT	PT	Minorities
Anticipated start date of new jobs	FT	PT	Minorities
COLLATERAL OFFERED			
Description	Cost	Current Value	Current Lien holder



LEGAL STRUCTURE			
_____C Corporation	_____S Corporation	_____LLC	_____Partnership
_____Proprietorship	_____Municipality	_____Cooperative	_____Non-profit
Other (specify):			
Who is borrowing in this project?	_____Corporation	_____Partnership	_____Individual(s)
CORPORATE OFFICERS			
President:		Vice-President:	
Secretary:		Treasurer:	
Has the company or any officers of the company ever been involved in bankruptcy proceedings? If yes, please explain:			
Is the company or any officer of the company involved in any pending lawsuits? If yes, please explain:			
SIGNATURES			
<p>I certify that everything I have stated in this application and on any attachments is correct. You may keep this application whether or not it is approved. By signing below I authorize you to check my credit and employment history, (including, if I am a corporation or partnership, the credit record and employment history of the owners, directors, officers or partners signed below), and to answer questions others may ask you about my credit record with you. I understand that I must update credit information at your request if my financial condition changes.</p> <p>We further authorize South Dakota Rural Enterprise, Inc. to release such information to any entity they deem necessary for any purpose related to my/our credit transaction with them. We further understand that this information may be transmitted electronically.</p> <p>We hereby certify that the enclosed information, including any attachments or exhibits provided herewithin or at a later date, is valid and correct to the best of my/our knowledge.</p>			
Name of applicant (please print):			
Signature		Date	
Name of applicant (please print):			
Signature		Date	

