



Where happiness pursues You

**REVOLVING LOAN FUND PROGRAM
APPLICATION FOR COMMERCIAL LENDING**

The purpose of this program is to enhance community growth and development efforts within the city limits. Home-based businesses and non-profit 501(c)3 do not qualify.

SECTION I: APPLICANT INFORMATION

Name of applicant: _____

Mailing address: _____

Contact person: _____

Title: _____

Phone: _____ Social Security or Tax ID # _____

Number of years in business: _____

Describe type of business [product or service]:

SECTION II: CRITERIA FOR QUALIFYING

I. APPLICANT MUST OWN/OR ACQUIRE A BUSINESS IN THE CITY OF WAHPETON.
(For acquisitions, applicant must have resided in Richland or Wilkin Co. for at least 24 months)

CORPORATION. Corporations shall provide the following:

State where incorporated: _____

President: _____

Vice-President: _____

Stockholders providing personal guarantees:

PARTNERSHIP. Please provide the following:

List partners who will sign note and provide personal guarantees:

PROPRIETORSHIP. Sole proprietorship must provide one of the following:
Personal financial statement or annual financial statement on the business.

II. Current number of employees _____FT _____PT

III. Number of jobs created from loan _____FT _____PT, OR

IV. Number of jobs retained from loan _____FT _____PT

V. Any personal/business judgements, liens, collection items, unsettled lawsuits, or major disputes? Yes _____ No _____

If yes, please explain:

VI. Application must be current on all city/ state taxes and governmental obligations, including any outstanding RLF loans.

- I/ we currently have an RLF loan with the city: Yes No
- Remaining balance: \$_____ [total aggregate of RLF cannot exceed \$40,000]

VII. Has the business, or any principals of the of the business, been in involved in bankruptcy or insolvency proceedings? Yes No

If yes, please explain:

SECTION III. Information on property to be improved.

Address of property: _____

Estimated value: _____

Property insured by (agent and address): _____

Mortgages on property:

Held By: Original Amount: Balance Owned:

1.	_____	\$ _____	\$ _____
2.	_____	\$ _____	\$ _____

Is property currently being leased? Yes No

I yes, attach a copy of the lease.

SECTION IV. Project description.

Describe the improvements you're planning and list of contractors (attach estimates if possible):

Equipment needs – Are you requesting loan funds to purchase equipment/ fixtures/ computers?
Yes [] No []

If yes, identify and provide supporting documentation on the cost. Maximum loan shall be 50% of appraised or book value.

Estimated total equipment/fixture cost: \$ _____

SECTION V. Financing information.

List credit references: (include addresses if possible)

Please attach the following copies:

1. Three years financial statements (including most recent year) consisting of balance sheets and income statements.
2. Past three years federal income tax returns.
3. If expansion of current business, please include pro forma balance sheet and brief background statements regarding the principal's experience and qualifications to operate the expansion.
4. For acquisitions, the net income, cash flow and balance sheet equity of the purchased business must be positive for most recent fiscal year.

Have you contacted a bank for financing? Yes _____ No _____

If yes, which bank? _____

RLF Loan applied for what amount? \$ _____
[\$5,000 MINIMUM: \$40,000 MAXIMUM]

For business acquisitions, RLF loan amount can comprise no more than 30% of total purchase price, not to exceed \$40K.

Other financing: \$ _____ Source: _____
\$ _____ Source: _____

Total project cost: \$ _____

Source of repayment: _____ Operating profit _____

Personal income: _____ Other: _____

Processing fees: Please include a \$150 check with this application. Make check payable to City of Wahpeton (one time, nonrefundable).

Points: ALL loans will be discounted by one (1) percentage point [Loan Amount divided by .99]

Service charges: A monthly loan servicing charge of \$2 will be added to each payment. There are no penalties for early retirement of this loan.

NOTE: If total exceeds \$25,000 a Business Incentive Agreement must be signed.

SECTION VI. Applicant certification.

I/We certify that the information contained in this application is true and correct to the best of my knowledge.

Signature Title Date

Signature Title Date

OFFICE USE ONLY

Date Received: _____ By: _____

If Business Acquisition: DCR must be 1.25X or greater [all debt instruments used by applicant to purchase business must be included in DCR calculation. The DCR for this application is _____.

Outstanding RLF loan? [] Yes [] No Amount: \$ _____

Property taxes current? [] Yes [] No

Water bill history: _____

Approved by Community Development Director: Yes [] No []

If no, reason for denial:

Date: _____

Loan Closing set for: _____

Updated: August 2024