



## Headwaters RC&D Area Inc. Loan Application Checklist

### All applications **MUST** contain:

- \$175 Loan Application Fee
- Completed and signed Loan Application
- All principals will be required to provide personal financial information and guaranty the debt(s).
- Business Plan
- Profit and Loss statement for the business - past 3 years
- Business Federal Tax returns - past 3 years
- Personal Federal Tax returns - past 3 years
- Cashflow Projections; annually for 3 years
- Current business Balance Sheet and Profit and Loss Statement - year to date
- Resumes of all individuals listed under the Management section
- Bank denial letter

### **Note:**

If your collateral consists of (A) Land and Building, (B) Machinery and Equipment, (C) Furniture and Fixtures, (D) Accounts Receivable, (E) Inventory, (F) other, please provide an itemized list that contains serial and identification numbers for all articles that had an Original value of greater than \$500. Include a legal description of Real Estate offered as collateral.

If application involves purchase of real estate or equipment, the following additional information must be provided:

- Appraisal/valuation of land/building/equipment
- Lease agreements
- Buy/sell agreements
- Written cost estimates for construction

### *Other information, if applicable:*

- Commitment letter from financial institution or other lender
- Personal financial statement for personal guarantor(s)
- Copy of organizational papers (LLC, S Corp, C Corp)
- Copy of LLC Operating Agreement or Articles and Bylaws if Corp

If you have questions regarding this loan application, please call 406-496-3172 for assistance.

Headwaters RC&D Area Inc.  
65 E. Broadway  
5<sup>th</sup> Floor  
Butte, Montana 59701

# Headwaters RC&D Loan Application

**\$175.00 Application Fee – Payable By Check**

## Applicant Information

Complete this form for: (1) each proprietor, or (2) each limited partner who owns 20% or more interest and each general partner, or (3) each stockholder owning 20% or more of voting stock, or (4) any other person or entity providing a guaranty on the loan.

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

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Employer: \_\_\_\_\_ Years Employed: \_\_\_\_\_

Annual Take Home Pay (Before Taxes): \_\_\_\_\_

Have you ever borrowed from Headwaters RC&D?  YES  NO

Have you guaranteed or endorsed the debts of any other person?  YES  NO

Have any actions or suits been filed against you or any unsatisfied judgments or decrees entered against you, have you filed for bankruptcy in the last 14 years or made any assignments for creditors?  YES  NO

If yes, explain: \_\_\_\_\_

Are you presently under indictment, on parole or probation? (If yes, indicate date parole or probation is to expire.)  YES  NO

If yes, explain: \_\_\_\_\_

Have you ever been charged with and/ or arrested for any criminal offenses other than a minor motor vehicle violation? Include offenses which have been dismissed, discharged, or not prosecuted. (All arrests and charges must be disclosed and explained on an attached sheet.)  YES  NO

Have you ever been convicted of a felony?  YES  NO

If yes, explain: \_\_\_\_\_

Are you OR your business currently involved in, OR historically been involved in any lawsuits?

YES  NO If yes, explain: \_\_\_\_\_

Name and phone numbers of three references: (Employers and business contacts, i.e. vendors, banker, etc.)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Co-Applicant Information**

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

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Employer: \_\_\_\_\_ Years Employed: \_\_\_\_\_

Annual Take Home Pay (Before Taxes): \_\_\_\_\_

Have you ever borrowed from Headwaters RC&D?  YES  NO

Have you guaranteed or endorsed the debts of any other person?  YES  NO

Have any actions or suits been filed against you or any unsatisfied judgments or decrees entered against you, have you filed for bankruptcy in the last 14 years or made any assignments for creditors?  YES  NO

If yes, explain: \_\_\_\_\_

Are you presently under indictment, on parole or probation? (If yes, indicate date parole or probation is to expire.)  YES  NO

If yes, explain: \_\_\_\_\_

Have you ever been charged with and or arrested for any criminal offenses other than a minor motor vehicle violation? Include offenses which have been dismissed, discharged, or not prosecuted. (All arrests and charges must be disclosed and explained on an attached sheet.)  YES  NO

Have you ever been convicted of a felony?  YES  NO

If yes, explain: \_\_\_\_\_

Are you OR your business currently involved in, OR historically been involved in any lawsuits?  YES  NO If yes, explain: \_\_\_\_\_

Name and phone numbers of three references: (Employers and business contacts, i.e. vendors, banker, etc.)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Applicant's Signature(s). Information Release.**

I (we) hereby affirm that the foregoing information contained in this financial statement is presented for the purpose of obtaining credit as of the date indicated and is true, complete and correct. I understand the Lender is relying on this statement of my financial condition in making loan(s) to me. Lender is authorized to make any investigation of my credit or employment status either directly or through any agency employed by Lender for that purpose. I agree to inform Lender immediately of any matter, which will cause any significant change in my/our financial condition. I understand that Lender will retain this financial statement whether or not credit is granted. I (we) also give permission for the above-mentioned information to be presented to the Loan Review Committee as a part of the project.

**Consent.** The Lender may be relying on: 1) income from an individual who is not an applicant for the business loan, or 2) an individual co-borrower, owner, partner, officer or guarantor, for the business loan. Because of your relationship to the loan applicant or your role in the accommodation for the loan, your personal creditworthiness is a factor in the evaluation of the application or accommodation for the loan.

By signing below, I authorize this institution to obtain a consumer credit report on me for the purpose of evaluating the loan application. Should HEADWATERS RC&D enter into a loan agreement with applicant(s), HEADWATERS RC&D may at any time check applicant(s) credit reports during the duration of the loan agreement.

I authorize Headwaters RC&D to request criminal record information about me from criminal justice agencies for the purpose of determining my eligibility for programs authorized by the Small Business Act, and the Small Business Investment Act.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Social Security Number: \_\_\_\_\_

Co-Applicant Social Security Number: \_\_\_\_\_

**Business Information**

Legal Name (name you use to file taxes): \_\_\_\_\_

Physical Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

Type of Business (Check ONE):

Ag  Forestry  Fishing  Construction  Mining  Transportation  Wholesale  Trade

Retail  Trade  Service  Finance  Insurance  Manufacturing

Other: \_\_\_\_\_

Business or DBA name: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

Date Business was established: \_\_\_\_\_

Annual Revenue: \$ \_\_\_\_\_ Annual Net Profit: \$ \_\_\_\_\_

Type of Ownership (check one):  Partnership  Sole Proprietor  Corporation  Non-profit

LLC

<b>Management</b> (proprietor, partners, officers, directors, all holders of outstanding stock – 100% of ownership must be shown) Use separate sheet if necessary)		
Name, Social Security Number and Position Title	Complete Address	% of Ownership

**Business Liabilities**

Payable to:	Original Amount	Original Date	Present Balance	Rate of Interest	Maturity Date	Monthly Payment	Security	Current or Past Due

**Loan Request and Proposed Uses**

Amount Requested \$ \_\_\_\_\_

Requested First Payment Date \_\_\_\_\_

Desired Loan Term (Years) \_\_\_\_\_

Use of Proceeds (Brief description of Intended Use of Funds):

Sources and Use of Funds:	Headwaters/ BLDC	Bank	Applicant Investment	Other	Total
Land & Building Acquisition					
Site Improvement					
Construction					
Machinery or Equipment					
Vehicle					
Furniture & Fixtures					
Inventory					
Working Capital					
Other					
Land & Building Acquisition					
<b>TOTAL</b>					

List of primary and secondary sources of repayment for this loan:

# PERSONAL FINANCIAL STATEMENT

## Headwaters RC&D

You may apply for a loan individually or jointly with another applicant. This statement and any applicable supporting schedules may be completed jointly by co-applicants if their assets and liabilities can be meaningfully and fairly presented on a combined basis, otherwise separate statements and schedules must be provided.

For obtaining credit from time to time with the Headwaters RC&D, the following statement and information are furnished as complete, true, and accurate statement of the financial condition of the undersigned

on: \_\_\_\_\_, 20\_\_\_\_ Please round all amounts to the nearest \$100.

I/We are applying for a loan on  an individual basis OR  a joint basis. (Please check one)

**X** \_\_\_\_\_ **X** \_\_\_\_\_  
 Applicant's Signature Date Co-Applicant's Signature Date

APPLICANT	CO-APPLICANT
Name	Name
Address	Address
City State Zip Code	City State Zip Code
Date of Birth	Date of Birth
Social Security Number	Social Security Number
Cell Phone Email Address	Primary Phone Number Email Address
Employer How Long	Employer How Long
Position/Title	Position/Title
Dependents/Include Self	Dependents/Include Self
Marital Status * Unmarried <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/>	Marital Status * Unmarried <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/>

ASSETS	LIABILITIES
Cash (Schedule 1)	Short Term Notes and Loans Due (Schedule 6)
Securities (Schedule 2)	Credit Accounts and Bills Due (Schedule 7)
Life Insurance Cash Value (Schedule 3)	Life Insurance Loans (Schedule 3)
Mortgages and Contracts Held by You (Schedule 4)	Mortgages of Primary Residence (Schedule 5)
Primary Residence (Schedule 5)	Mortgages on Other Real Estate (Schedule 5)
Other Real Estate (Schedule 5)	Taxes
Profit Sharing (Net of Loans)	Other Liabilities (Describe)
Pension and Retirement Accounts, Include IRA Accounts	Other Liabilities (Describe)
Automobiles (Describe)	
Personal Property	
Other Assets (Describe)	<b>Total Liabilities \$</b>
<b>Total Assets \$</b>	(Total Assets Less Total Liabilities) <b>Net Worth \$</b>

ANNUAL INCOME	APPLICANT	CO-APPLICANT	PLEASE ANSWER EACH QUESTION (YES or NO)	APPLICANT	CO-APPLICANT
Salary			Are you a Co-maker, Endorser, or Guarantor on any other person's debt?		
Bonuses/Commissions					
Dividends/Interest			Are you a defendant in any suit or legal action?		
Net Real Estate Rent					
Income from alimony, child support or maintenance payments. <i>Note: need not be entered unless you want it considered as a basis for repayment.</i>			Have you ever gone through bankruptcy or had a judgment against you?		
Other (list)			Have you made a will?		
<b>Total \$</b>					

**SCHEDULE 1 / CASH ON HAND AND IN BANKS**

Name of Bank or Financial Institution	Type of Account	Account Balance
<b>Total \$</b>		

**SCHEDULE 2 / SECURITIES OWNED**

Number of Shares	Description	Registered in Name(s) of	Listed or Unlisted	Current Market Value
<b>Total \$</b>				

**SCHEDULE 3 / LIFE INSURANCE**

Insurance Company	Insured	Beneficiary	Face Value of Policy	Cash Value of Policy	Loans
			\$	\$	
<b>Totals \$</b>					

**SCHEDULE 4 / RECEIVABLES DUE TO ME ON MORTGAGES AND CONTRACTS I OWN**

Name of Debtor	Description of Property	First Lien or Second Lien	Date of Maturity	Repayment Terms			Current Market Value
				\$	per		
<b>Total \$</b>							





**Anticipated Job Impact**

	# Fulltime	# Parttime	# of Women	# of Minorities	Hourly Pay Rate	Benefits Offered/Cost
Existing Jobs						
Jobs to be Created (w/in next year)						
<b>TOTAL JOBS</b>						

Recap of Personal Income and Expenses				For Year:	
*see notice below before completing other income					
Monthly Income		Monthly Expenses		Contingent Liabilities	
Salary or Wages	\$	Property Taxes	\$	Endorser on Notes	\$
Dividends or Interest	\$	Fed & State Taxes	\$	Guarantor on Notes	\$
Rentals	\$	Mortgage Payments/Rent	\$	Taxes	\$
Business (net income)	\$	Auto Loans	\$	Other (describe below)	\$
Other Income (describe below)*	\$	Other Secured Loans	\$		
		Credit Card Payments	\$	<b>TOTAL</b>	<b>\$</b>
<b>TOTAL INCOME</b>	<b>\$</b>	Utility Payments	\$		
		Food/Entertainment	\$		
		Estimated General Expenses	\$		
		<b>TOTAL EXPENSES</b>	<b>\$</b>		

\*Alimony, child support or separate maintenance payment income need not be revealed if you do not wish to have it considered as a basis for repaying this obligation

**Applicant**

Amount of alimony, child support and other separate maintenance payment income. NOTE: Alimony, child support, or other separate maintenance payment income need not be revealed if you do not wish to have it considered as a basis for repaying this obligation.

Income: (salary, pension, social security, maintenance, etc.)

Source #1: \_\_\_\_\_ Per month: \$ \_\_\_\_\_

Source #2: \_\_\_\_\_ Per month: \$ \_\_\_\_\_

Source #3: \_\_\_\_\_ Per month: \$ \_\_\_\_\_

**Co-Applicant**

Amount of alimony, child support and other separate maintenance payment income. NOTE: Alimony, child support, or other separate maintenance payment income need not be revealed if you do not wish to have it considered as a basis for repaying this obligation.

Income: (salary, pension, social security, maintenance, etc.)

Source #1: \_\_\_\_\_ Per month: \$ \_\_\_\_\_

Source #2: \_\_\_\_\_ Per month: \$ \_\_\_\_\_

Source #3: \_\_\_\_\_ Per month: \$ \_\_\_\_\_

## Disclosure and Confidentiality Statement

For the purpose of promoting its loan program, Headwaters RC&D will make available for public information sources, certain information concerning the application for financial assistance. This information include the names of the applicant(s), including principals; the amounts, types, and general terms of financial assistance; description of products or businesses benefiting from the financial assistance; the number of jobs and the amount of tax revenues projected in connection with the project; and the names of financial institutions participating in the project.

Except as noted above, Headwaters RC&D will take reasonable steps to protect the privacy of the applicant. However, since government funds are involved in the loan programs available through Headwaters RC&D, we (Headwaters) must submit reports to government agencies. Headwaters records must be available for review or audit by government agencies. As a result of the reporting, review or audit process, applicant information *may* become part of the public record, accessible by the general public.

If an applicant desires certain information be kept confidential, the applicant should clearly identify what information or documents s/he wished kept confidential. The applicant must also explain in writing the basis for his/her request that the material be kept confidential. Where the applicant asserts that the basis for confidentiality is that release of the information could cause a business or competitive disadvantage, the applicant must provide Headwaters with sufficient information to enable Headwaters to determine independently the likelihood of such detriment. Applicants may wish to consult an attorney regarding any matters related to this application and possible loan agreements. The information contained in this application and attachments are submitted for purposes of inducing Headwaters RC&D to extend credit to the undersigned.

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Applicant

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Date

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Co-Applicant

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Date

**Certification**

All information in this application and the exhibits are true and complete to the best of my (our) knowledge and is submitted to Headwaters RC&D for the purpose of reviewing a loan application. The purpose of Headwaters RC&D is to support business and economic development activities for which credit is not otherwise available on terms and conditions which would permit completion and/or the successful operation or accomplishment of the project in the following eligible area: Anaconda-Deer Lodge, Beaverhead, Butte-Silver Bow, Granite, Jefferson, Madison, and Powell counties.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant

\_\_\_\_\_  
Date

If applicant is a partnership, sign below:

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant

\_\_\_\_\_  
Date

If applicant is a corporation, sign below:

(Corporate Seal)

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Signature of Authorized Official

Attested By: \_\_\_\_\_  
Signature of Corporate Secretary

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. However, if you choose not to furnish it, we are required to note the race/national origin of the individual applicants on the basis of visual observation or surname.

Gender:  Male  Female

Ethnicity(check one or more):  Hispanic or  Latino Race  Not Hispanic or Latino  White  Black or African American  Asian  American Indian/Alaska Native  Native Hawaiian or Pacific Islander