

MRPC CARES-RLF PRELIMINARY LOAN APPLICATION

Working Capital and Fixed Asset Loans up to \$50,000

-Type or use Blue or Black ink only -

Legal Name of Applicant/Business: _____

Business Address: _____

Telephone: (____) _____ Fax: (____) _____ Email: _____

Contact Person: _____ Title: _____

Business Type (please circle): * Manufacturing * Commercial * Retail * Service * Other * If Other, explain: _____

Product/Services: _____

Activity (please circle): * New/Start-up * Expansion * Relocation * Buyout * Other * If Other, explain: _____

Location of Expansion (if difference from present location): _____

Deadline for Start & Finish of Project: Projected State Date: _____ Projected Finish Date: _____

CURRENT JOBS: Number of Current (existing) Full-Time Jobs to be retained, if applicable: _____

JOBS CREATED: Number of Full-Time Equivalent Jobs to be created over twelve (12) months: _____

Scope of Project (i.e., equipment acquisition, land/building purchase, working capital, inventory, etc.) Attach additional sheet, if necessary: _____

COST BREAKDOWN:

Land	\$ _____
Land/Building	\$ _____
Renovations	\$ _____
Leasehold Improvements	\$ _____
Machinery/Equipment	\$ _____
Working Capital	\$ _____
Other _____	\$ _____
*TOTAL COST BREAKDOWN	\$ _____

FINANCING:

Applicant's Equity (CASH) Amount	\$ _____	Source: _____	% of Total
Bank Loan Amount (if applicable)	\$ _____		_____ %
Amount Requested from CARES-RLF	\$ _____		_____ %
Other _____	\$ _____		_____ %
*TOTAL FINANCING	\$ _____		100% *

**TOTAL COST BREAKDOWN = TOTAL FINANCING (i.e. , if Total Cost Breakdown is \$100,000 then Total Financing is also \$100,000)*

Name of Participating Bank/Lender, if applicable: _____

BY SIGNING BELOW, I attest to the accuracy of the information disclosed, included, attached, or otherwise made a part of this application. Additionally, I understand this document is subject to review by MRPC staff, MRDC Loan Review Committee, MRPC Board and/or Executive Committee, local, state and federal agencies.

X _____
Applicant Signature or Signature of Authorized Representative **Date**

Print or Type Your Name as Signed Above

**MRPC CARES-RLF LOAN COMPLETE APPLICATION CHECKLIST
WORKING CAPITAL & FIXED ASSET LOANS UP TO \$50,000**

If the Pre-application is approved, the borrower will be requested to submit a complete loan application.

A complete application will include all of the following information, as applicable, and be ready for presentation to the MRDC loan committee within 60 days of submission.

ALL APPLICANTS

- ____ BUSINESS DESCRIPTION AND FINANCING PROPOSAL: Brief history and description of the company including details of product mix, markets served, proposed new products and/or markets, etc.; a discussion of the impact of COVID-19 on your business and your response; ad discussion of your industry, sales and markets; discussion of competition; description of key employees; a description of the financing proposal; and other matters relevant to your application.
- ____ ORGANIZATIONAL INFORMATION:
 - Partnerships:** ____PARTNERSHIP AGREEMENT
 - Corporations:** ____BYLAWS ____ARTICLES OF INCORPORATION OR CERTIFICATE OF INCORPORATION
 - Limited Liability Corporations (LLC):** ____OPERATING AGREEMENT ____ARTICLES OF ORGANIZATION
 - Limited Liability Partnerships (LLP):** ____OPERATING AGREEMENT ____ARTICLES OF ORGANIZATION
- ____ CURRENT PERSONAL FINANCIAL STATEMENT: Required of all individuals with 20% or greater interest
- ____ PERSONAL TAX RETURN FOR LAST FISCAL YEAR: Required of all individuals with 20% or greater interest
- ____ SOURCES AND USES OF FUNDS: See Page 4 of the RLF application or attach statement detailing sources and uses of all funds for project (bank, equity, CARES-RLF, etc.)
- ____ COLLATERAL: See Page 5 of the RLF application or attach list of collateral offered as security for the CARES-RLF loan as well as proposed lien/mortgage position and other financing, if applicable
- ____ PURCHASE AGREEMENTS: Attach copy of all purchase agreements, if applicable.
- ____ BANK COMMITMENT LETTER and ANALYSIS from participating bank stating terms and conditions of the bank’s participation; must list borrower, term, interest rate, collateral, guarantors/co-makers, contingencies, etc., if applicable
- ____ \$250 Non-Refundable Loan Application Fee payable to MRPC

EXISTING BUSINESSES OR BUYOUTS

- ____ BALANCE SHEETS, PROFIT AND LOSS STATEMENTS: Historical: Past fiscal year
- ____ CURRENT BALANCE SHEET, PROFIT AND LOSS STATEMENT: No older than 90 days
- ____ BUSINESS TAX RETURN FOR LAST FISCAL YEAR: Complete with schedules and attachments

NEW BUSINESSES

- ____ BUSINESS PLAN with 2 YEARS CASH FLOW ANALYSIS: Year 1 – Monthly cash flow analysis; Year 2 – Annual cash flow analysis. Required for start-ups only.