

**NORTH CENTRAL NEW MEXICO  
ECONOMIC DEVELOPMENT DISTRICT**

**REVOLVING LOAN FUND APPLICATION**

**3900 Paseo Del Sol  
Santa Fe, NM 87507  
(505)395-2668**



**BUSINESS LOAN APPLICATION**  
**REVOLVING LOAN FUND**  
North Central New Mexico  
Economic Development District

Date: \_\_\_\_\_

**APPLICANT INFORMATION**

Business Name _____	Principals(s) _____ _____ _____	Title(s) _____ _____ _____
Business Address _____	Taxpayer ID No. _____	Telephone Number _____
Legal Entity (Corp./Partnership/Proprietorship) _____	Date Established _____	Type of Business (Mfg/Retail/Etc.) _____
HOW LONG HAVE YOU OWNED THE BUSINESS? _____		
YOUR BUSINESS EXPERIENCE: _____ _____ _____		
CREDIT REFERENCES: _____ _____ _____		
NAME AND ADDRESS OF PARTICIPATING BANK: _____ _____ _____		

**CAPITAL REQUIREMENTS**

\$ _____	_____
1. Amount of Capital Required _____	2. Uses of Proceeds (Working Capital/Equipment/Etc.) _____
3. Describe Collateral to be offered as Security (Real Estate/Equipment/Inventory/Accounts Receivable,Etc). _____ _____	
4. List any Other business Loans and Sources (i.e., Banks/Individuals/Etc.) _____	
5. Describe Any Problems Encountered in seeking Financing from Other Sources. _____	

## SUPPORTING INFORMATION

Please Attach the Following Supporting Information to this Application

1. Personal Financial Statement (Example Form enclosed).
2. List of collateral Offered (Form enclosed)
3. Tax Returns for previous 3 years. (Business and Personal).
4. Cash Flow Projections for 2 years.
5. Balance Sheets - Most recent within 90 days, year end, past 3 years.
6. Income Statements - Within 90 days, year end, past 3 years.
7. List of Accounts Receivable (30,60,90 days).
8. List of Accounts Payable
9. Appraisals (if applicable)
10. Articles of Incorporation/By-Laws/Resolution or partnership Agreement (if applicable)
11. Board Resolutions (if applicable)
12. Purchase Agreement (if applicable)
13. Short historical narrative of the business - include operating history, key management persons, goals and objectives for the business, new and existing products, major activities, major customers, profitability, number of employees, and any other information you can furnish to help evaluate the loan request. All or most of this information may be in your business plan.

## GOVERNMENT COMPLIANCE INFORMATION

1. Is your business located in a flood plain?  Yes  No
2. Will the use of the proceeds effect the air quality of the area?  Yes  No  
If Yes, explain how the air quality will be effected: \_\_\_\_\_
3. Will the use of the proceeds effect any historical preservation properties?  Yes  No
4. Are the majority of your employees considered of low to moderate income?  Yes  No
5. Is your business in compliance with all federal, state and local requirements?  Yes  No
6. How many jobs will be created or saved if this loan is approved? \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

A borrower is eligible for RLF financing only when credit is not otherwise available on terms and conditions which would permit completion and/or the successful operation or accomplishment of the project activities to be financed. The RLF is responsible for determining that a borrower meets this requirement by (a) providing a written analysis in each loan file documenting the basis for the determination, and (b) normally obtaining support documentation in the form of bank rejection letters or other outside documentation. During the useful life of the project, the borrower will indemnify and hold harmless NCNEMEDD RLF from any liability, losses, damages, suits, judgments and counsel fees related to any aspect of the project.

## COMPLIANCES REQUIRED BY GOVERNMENT ENTITIES

Listed below is a brief summary of the various laws and executive orders that may effect the NCNMEDD Revolving Loan Fund and gives applicants and borrowers the notices required by law or otherwise. The signature(s) below provide evidence that NCNMEDD has given the necessary notices and that the signatory understands that special information may be required in some cases. Violations of laws, executive orders, or regulations may cause the loan to be recalled.

### CIVIL RIGHTS LEGISLATION

All business receiving NCNMEDD RLF loans must agree not to discriminate in any business practices including employment practices and services to the public.

### EQUAL CREDIT OPPORTUNITY ACT

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided that the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program, or because the applicant has in good faith exercised any right under the consumer Credit Protection (15 U.S.C. 1691)

### EXECUTIVE ORDERS - FLOODPLAIN MANAGEMENT AND WETLAND PROTECTION

NCNMEDD RLF loans are discouraged for development located in flood plains or wetlands (42 F.R. 225951 and 42 F.R 226961).

### EXECUTIVE ORDER 11738 - ENVIRONMENTAL PROTECTION

NCNMEDD will administer its RLF in a manner that will result in effective enforcement of the Clean Air Act, the Federal Water Pollution Act, Historical Properties, and all other environmental protection legislation. Small businesses receiving NCNMEDD RLF loans shall be in compliance with environmental protection legislation at all times for the term of the loan (38 F.R. 25161).

### OCCUPATIONAL SAFETY AND HEALTH ACT

Recipients of NCNMEDD RLF loans acknowledge that they are, to the best of their knowledge, in compliance with OSHA regulations that apply to their business (15 U.S.C. 651 et seq).

### FREEDOM OF INFORMATION ACT

This law provides that, with some exceptions, NCNMEDD must supply information reflected in its files and records to a person requesting it. Statistics about approved loans will be provided (individual borrowers are not identified in the statistics) including other information such as the names of the borrowers (and their officers, directors, stockholders or partners, the collateral pledged to secure the loan, the amount of the loan, its purpose in general terms and the maturity. Proprietary data on a borrower would not normally be made available to third parties. All requests under this Act are to be identified as a Freedom of Information request (5 U.S.C. 552).

### NON-RELOCATION

The proceeds from a NCNMEDD loan must be used in an eligible area. The loan will be recalled if the project is relocated outside the eligible area. Businesses relocating jobs from other labor areas are not eligible borrowers (EDA Reg.)

### FLOOD HAZARD INSURANCE

NCNMEDD RLF loans to businesses located in flood plains will be discouraged. Any loan made under such circumstances will require the borrower to purchase and maintain the required level of flood insurance for the term of the loan. (EDA Reg.)

AUTHORIZED PERSONS (Owners, Partners, Corporate Officers) please sign below to certify that you have read the above information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

PERSONAL FINANCIAL STATEMENT  
 REVOLVING LOAN FUND  
 North Central New Mexico  
 Economic Development District

Name \_\_\_\_\_

Business \_\_\_\_\_

or Occupation: \_\_\_\_\_

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

Social Security No. \_\_\_\_\_ Telephone (Home): \_\_\_\_\_ (Work): \_\_\_\_\_

PLEASE ANSWER ALL QUESTIONS: NO, NONE OR YES, WHERE NECESSARY, IN ORDER TO ASSIST WITH THE EVALUATION OF THE LOAN APPLICATION.

ASSETS	LIABILITIES
Cash on Hand & In Bank(s) .....\$ _____	Accounts Payable ..... \$ _____
Savings in Bank(s) .....\$ _____	Notes Payable to Banks (Detail in IV) .....\$ _____
U.S. Government Bonds .....\$ _____	Notes Payable to Others (Detail in IV).....\$ _____
Accounts & Notes Receivable .....\$ _____	Installm't Accn'ts (Total Mo.Payment).....\$ _____
Life Insurance (Detail Below in I).....\$ _____	Loans on Life Insurance .....\$ _____
Other Stocks & Bonds (Detail in II).....\$ _____	Mortgages on Real Estate(Detail in III).....\$ _____
Real Estate (Detail in III).....\$ _____	Unpaid Taxes .....\$ _____
Automobile(s)- Present Value.....\$ _____	
_____	_____
_____	_____
OTHER ASSETS (List) .....\$ _____	TOTAL LIABILITY.....\$ _____
_____	NET WORTH.....\$ _____
_____	
TOTAL .....\$ _____	TOTAL .....\$ _____

SOURCE OF INCOME	CONTINGENT LIABILITIES
Income Earned (Salary, Commissions, Etc). \$ _____	Legal Claims & Judgement.....\$ _____
Interest & Dividends Received ..... \$ _____	Endorser or Co-Maker .....\$ _____
Rents Received .....\$ _____	Taxes paid during year .....\$ _____
Other Income .....\$ _____	Other Special Debt .....\$ _____
_____	TOTAL CONTINGENT DEBT .....\$ _____
TOTAL INCOME.....\$ _____	NET INCOME.....\$ _____

I. SCHEDULE OF LIFE INSURANCE			
Name of Company	Face Amount	Beneficiaries	Loans
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**BE SURE TO INCLUDE EVERY ITEM APPLICABLE**

**II. STOCKS AND BONDS**

Name of Issuing Company and Type of Security	No. Of Shares (if Stock) Face Value (If Bond)	Annual Interest or Dividend	Market Value	Registered in Name Of

**III. REAL ESTATE**

Location and Site (Including Description of Land & Type of Building)	Title Held in Name Of	Date Acquired	Purchase Price	Assessed Valuation	Amount of Mortgages	When Due

**IV. DEBTS**

Name of Bank	Collateral	When due	Amount

TO OTHERS (ITEMIZE EVERY DEBT OVER \$100)

Name of Bank	Collateral	When Due	Amount
TOTAL DUE TO OTHERS			\$
TOTAL NOTES AND ACCOUNTS DUE TO BANKS AND TO OTHERS			\$

In submitting the foregoing statement, the undersigned guarantees its accuracy with the intent that it be relied upon by the aforesaid organization in extending credit to the undersigned and warrants that undersigned has not knowingly withheld any information requested. The undersigned expressly agrees to notify immediately said organization in writing of any material change in financial condition whether application for further credit is made or not. In the absence of such written notice, it is expressly agreed that said organization in granting new or continuing credit may rely on this statement as having the same force and effect as if delivered upon the data additional credit is requested or existing credit extended or continued.

Signed At \_\_\_\_\_

This \_\_\_\_\_ Day of \_\_\_\_\_ 2001. Signature \_\_\_\_\_

COLLATERAL OFFERED  
 REVOLVING LOAN FUND  
 NORTH CENTRAL NEW MEXICO  
 ECONOMIC DEVELOPMENT DISTRICT

Date: \_\_\_\_\_

APPLICANT INFORMATION

Applicant Name _____	Address _____	Telephone No. _____
Business Name _____	Address (If Different From Above) _____	Business Phone No. _____

LIST OF COLLATERAL

	Cost		Net Book Value	Total
	Existing Collateral	Collateral To be Acquired		
1. REAL ESTATE Land & Improvements (Attach description)				
_____				\$ _____
BUILDINGS (attach description)				
_____				\$ _____

2. MACHINERY & EQUIPMENT (Use other side to describe)				
_____				\$ _____
3. AUTOMOTIVE EQUIPMENT (Use other side to describe)				
_____				\$ _____
4. OFFICE FURNITURE & EQUIPMENT (Use other side to describe)				
_____				\$ _____
5. OTHER COLLATERAL (Inventory, Accounts Receivable, Etc.) (Use other side to describe)				
_____				\$ _____





## APPLICANT ENVIRONMENTAL CERTIFICATION

The Applicant represents and certifies that it has used due diligence to determine that the description of the site described herein is accurate with respect to the presence or absence of contamination from toxic or hazardous substances. The term "site" includes the entire scope of the project, including future phases of the project and all areas where construction will occur. If necessary provide details on next page.

1. Is the site currently, or has it in the past fifty years, been used for any of the following operations or activities?
  - a) generation of hazardous substances and/or waste  Yes  No
  - b) treatment, storage (temporary or permanent) or disposal of solid or hazardous substances and/or waste  Yes  No
  - c) storage of petroleum products  Yes  No
  - d) used/waste oil storage or reclamation units  Yes  No
  - e) research or testing laboratory  Yes  No
  - f) ordinance research, testing, production or storage  Yes  No
  - g) chemical manufacturing or storage  Yes  No
  - h) military weapons or ammunition training or testing  Yes  No
  - I) iron works/foundry  Yes  No
  - j) railroad yard  Yes  No
  - k) industrial or manufacturing operation  Yes  No
2. Do wells draw water from an underlying aquifer to provide the local domestic water supply?  Yes  No
3. Has a Federal, state or local regulatory authority ever conducted an environmental assessment environmental impact statement, or a preliminary assessment/site inspection or similar environmental survey or inspection report at the site?  
If yes provide copies of reports or results.  Yes  No
4. Have any environmental or OSHA citations or notices of violation been issued to the facility? If yes, provide copies.  Yes  No
5. Have any unpermitted releases of hazardous substances occurred at the facility which resulted in notification to the EPA's National Response Center? If yes what was the nature of the release?  Yes  No
6. Is material containing asbestos currently in the facility? If yes, describe.  Yes  No
7. Is there any equipment (electrical transformers, etc.) Containing polychlorinated biphenyls (PCB) on the site? If yes, describe.  Yes  No
8.
  - a. Are there underground storage tanks on the site?  
If so, how many are there?  Yes  No
  - b. Have they been inspected for leaks within the past year?  
If so, what were the results?  Yes  No





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3900 Paseo Del Sol, Santa Fe, NM 87507 Phone(505) 395-2668

**AUTHORIZATION FOR RELEASE OF CREDIT INFORMATION**

**I/WE THE UNDERSIGNED, APPLICANT(S) HAVE APPLIED FOR A BUSINESS LOAN THROUGH NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT. AS PART OF THE APPLICATION PROCESS, THE LENDER MAY VERIFY INFORMATION CONTAINED IN MY/OUR APPLICATION AND IN OTHER DOCUMENTS REQUIRED IN CONNECTION WITH THE LOAN, EITHER BEFORE THE LOAN IS CLOSED OR AS PART OF ITS QUALITY CONTROL PROGRAM.**

**I/WE AUTHORIZE YOU TO PROVIDE THE LENDER ANY AND ALL INFORMATION AND DOCUMENTATION THEY REQUEST. SUCH INFORMATION INCLUDES, BUT IS NOT LIMITED TO, EMPLOYMENT HISTORY AND INCOME; BANK, MONEY MARKET AND SIMILAR ACCOUNT BALANCES; CREDIT HISTORY; COPIES OF INCOME TAX RETURNS; AND NEW MEXICO GROSS RECEIPTS TAX AND EMPLOYEE WITHHOLDING TAX.**

**I/WE AUTHORIZE THE LENDER TO OBTAIN A CONSUMER AND/OR CREDIT REPORT ON ME/US DURING THE REVIEW OF MY APPLICATION AND AT ANY TIME IN THE FUTURE TO USE IN EXTENDING, MODIFYING, OR OTHERWISE REVIEWING MY LOAN.**

**THE LENDER MAY ADDRESS THIS AUTHORIZATION TO ANY PARTY NAMED IN THE LOAN APPLICATION.**

**A COPY OF THIS AUTHORIZATION MAY BE ACCEPTED AS AN ORIGINAL.**

**YOUR COOPERATION IN PROVIDING INFORMATION TO NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT IS APPRECIATED.**

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Full Legal Name** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Full Legal Name** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**Home Address** \_\_\_\_\_

\_\_\_\_\_

**Please return with your application.**