



## Loan Criteria for DNEDC RLF Loan

**Acceptable Projects:** *Must be connected to job creation /retention*

- Start-Up Businesses
- Inventory
- Equipment
- Working Capital
- Expansion & Relocation

**Loan Amounts:**

- \$5,000- \$250,00 to a single borrower. Will work with other lenders to collaborate on projects under certain conditions
- Will lend up to 75% of the total project cost
- Per every \$15,000 one job must be created/retained

**Collateral:**

- Collateral must be at least 100% of the requested amount. In some instances, more depending on risk and type of collateral.
- Will look at alternative types of collateral if value can be sustained and proved.
- Loans over or equal to \$100,000 require “real property” for security
- Collateral can be an asset or any item to which the borrower has title or ownership.

Examples of these include:

- |                       |                       |
|-----------------------|-----------------------|
| • Real Property       | * Stock, Pledges      |
| • Machinery           | * Warrants            |
| • Equipment           | * Securities          |
| • Inventory           | * Personal Guarantees |
| • Accounts Receivable |                       |

***Required Documentation includes two (2) turn down letters from a traditional lending institution.***



# DEL NORTE ECONOMIC DEVELOPMENT CORPORATION

## LOAN FEES

### Origination Fees:

**RLF Loans**

**2% of loan amount**

### Administrative Fees:

**Loan Modification Fee-**

**\$250.00**

**Appraisal Fee:**

**At Cost**

**Credit Report:-Individual**

**\$15.00 each (included in application fee)**

**Credit Report- Business**

**\$50.00 each (included in application fee)**

**Tax Service & Flood Certification**

**\$65.00/property**

**Preliminary Title Report**

**At Cost**

**PIRT Title Report & Recording Deed of Trust:**

**At Cost**

**UCC Search & Filing Fees**

**\$10.00 each**

**DMV Fees**

**California**

**\$18.00/title**

**Oregon**

**\$77.00/title**

**Environmental Data Report**

**At Cost**

**Mailing or Express Fees**

**\$35.00/ each mailing**

**Demand Letter**

**\$35.00**

**Reconveyance Fee**

**\$45.00/per deed**

**Notary Fee**

**\$15.00 per signature per page**

**Del Norte County Real Estate Recording Fee**

**\$75.00/per parcel of real estate**



# DEL NORTE ECONOMIC DEVELOPMENT CORPORATION

PROJECTED BALANCE SHEET- Year \_\_\_\_\_

## ASSETS

### Current Assets

Cash Checking \_\_\_\_\_  
 Cash Savings \_\_\_\_\_  
 Inventory \_\_\_\_\_  
 Accounts Receivable \_\_\_\_\_  
 Other: \_\_\_\_\_  
 Other: \_\_\_\_\_  
**Total Current Assets \$** \_\_\_\_\_

### Fixed Assets

Furniture & Fixtures \_\_\_\_\_  
 Equipment & Machinery \_\_\_\_\_  
 Vehicles \_\_\_\_\_  
 Unimproved Land \_\_\_\_\_  
 Improved Real Estate \_\_\_\_\_  
 Accumulated Depreciation \_\_\_\_\_  
 Other: \_\_\_\_\_  
**Total Fixed Assets \$** \_\_\_\_\_

**TOTAL ASSETS \$** \_\_\_\_\_

## LIABILITIES

### Current Liabilities

Accounts Payable \_\_\_\_\_  
 Accrued Expenses \_\_\_\_\_  
 Short Term Debt \_\_\_\_\_  
 Current Portion LTD \_\_\_\_\_  
 Other: \_\_\_\_\_  
**Total Current Liabilities \$** \_\_\_\_\_

### Long-Term Liabilities

Notes Payable: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Less Current Portion \_\_\_\_\_  
 Other: \_\_\_\_\_  
 Other: \_\_\_\_\_  
**Total Long-term Liabilities** \_\_\_\_\_

\$ \_\_\_\_\_

**TOTAL LIABILITIES: \$** \_\_\_\_\_

## NET WORTH/EQUITY

### Owner's Capital

Net Profit/Loss for Period \_\_\_\_\_  
 Less Owner's Draws \_\_\_\_\_  
**Total Liab and Equity** \_\_\_\_\_

Assets should equal Liabilities plus Net Worth/Equity



# DEL NORTE ECONOMIC DEVELOPMENT CORPORATION

## PROJECT INFORMATION SHEET

Please provide information regarding the planned use of funds, including borrower's cash injection. Please be as accurate as possible when breaking out anticipated use of funds.

### PROJECT ITEMS

### PROJECT COST

Land & Building Acquisition

\_\_\_\_\_

Land Acquisition

\_\_\_\_\_

Building Construction/Improvements

\_\_\_\_\_

Debt Refinance (please provide copy of Notes, statements, etc. indicating balance Owed and terms of debt)

\_\_\_\_\_

Machinery/Equipment Acquisition

\_\_\_\_\_

Inventory

\_\_\_\_\_

Furniture

\_\_\_\_\_

Fixtures/Leasehold Improvements

\_\_\_\_\_

Working Capital

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

**Total Project Cost**

**\$** \_\_\_\_\_

**Less Borrower's Cash Injection**

\_\_\_\_\_

**Total Loan Requested**

**\$** \_\_\_\_\_

**State Source of borrower's cash injections**

\_\_\_\_\_

\_\_\_\_\_

**Borrower's Signature**

**Date**

\_\_\_\_\_

**Borrower's Signature**

**Date**



# DEL NORTE ECONOMIC DEVELOPMENT CORPORATION

## *Personal Budget Information*

**Borrower Name:** \_\_\_\_\_

### **INCOME**

**Monthly**

Gross Salary

\_\_\_\_\_

Spouse/Domestic Partner Gross Salary

\_\_\_\_\_

Owner's Draw from Business

\_\_\_\_\_

Rental Income

\_\_\_\_\_

Interest/Dividend Income

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

**Total Monthly Income**

**\$** \_\_\_\_\_

### **EXPENSES**

**Monthly**

Mortgage/Rent Payment

\_\_\_\_\_

Auto Payment

\_\_\_\_\_

Installment Payments

\_\_\_\_\_

Credit Line/Card Payments

\_\_\_\_\_

Utilities & Telephone

\_\_\_\_\_

Insurance

\_\_\_\_\_

Food

\_\_\_\_\_

Clothing

\_\_\_\_\_

Contingent Liabilities

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

**Total Monthly Expenses**

**\$** \_\_\_\_\_

**I/We hereby certify that the above information is valid and correct to the best of my/your knowledge.**

\_\_\_\_\_  
Signature of Primary Applicant      Date

\_\_\_\_\_  
Signature of Co-Applicant      Date



# DEL NORTE ECONOMIC DEVELOPMENT CORPORATION

***BUSINESS DEBT SCHEDULE***  
***PLEASE LIST ALL EXISTING BUSINESS DEBTS***

**Date:** \_\_\_\_\_  
*Should be the same date as current financial statement*

Creditor Name/Address	Original Amount	Original Date	Present Balance	Interest Rate	Maturity Date	Security	Current or Delinquent

**Total Present Balance** \_\_\_\_\_ **Total Monthly Pymt** \_\_\_\_\_

\_\_\_\_\_  
Date Signature of Primary Applicant

\_\_\_\_\_  
Date Signature of Co-Applicant



# DEL NORTE ECONOMIC CORPORATION

**Date:** \_\_\_\_\_  
*Should be the same date as current financial statement*

Creditor Name/Address	Original Amount	Original Date	Present Balance	Interest Rate	Maturity Date	Security	Current or Delinquent

**Total Present Balance** \_\_\_\_\_ **Total Monthly Pymt** \_\_\_\_\_

\_\_\_\_\_  
Date Signature of Primary Applicant

\_\_\_\_\_  
Date Signature of Co-Applicant

**GENERAL NAME AND LIKENESS RELEASE FOR MARKETING AND REPORTING**

For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, I hereby give Del Norte Economic Development Corporation and its licensees, designees and assignees (collectively "DNEDC"), the absolute and irrevocable right and permission to photograph, film, videotape, record my company name for the use of DNEDC Marketing and reporting.

I understand that all rights in and to the Material, including the negatives, out-takes, sounds and the images contained therein, shall be DNEDC's sole and absolute property. I represent and warrant that I have the right to grant DNEDC the above-mentioned rights without obtaining the permission of, or making any payments to, any third party or entity. This authorization and release shall inure to the benefit of the legal representatives, licensees and assigns of Howard. I hereby release you from, and covenant not to sue you for, any claim or cause of action, whether known or unknown, for libel, slander, invasion of right of privacy, publicity or personality, or any other claim or cause of action, based upon or relating to the use of the Material or the exercise of any of the rights referred to herein. I agree to indemnify and hold harmless DNEDC and any person claiming under DNEDC, and the officers, directors, and employees thereof, from and against any liabilities, losses, claims, demands, costs (including without limitation attorneys' fees) and expenses arising in connection with any breach or alleged breach by me of any of the above representations, warranties or agreement hereunder.

I acknowledge that, in the event of any breach by DNEDC or any third party, the damage, if any, caused me thereby will not be irreparable or otherwise sufficient to entitle me to seek injunctive or other equitable relief. My rights and remedies in such event will be strictly limited to the right, if any, to recover damages in an action at law, and I will have neither the right to rescind or terminate this agreement or any of DNEDC's rights hereunder, nor the right to enjoin the production, exhibition, or other exploitation of the Project or any subsidiary or allied rights with respect thereto. This release constitutes our entire understanding and agreement with respect to the subject matter hereof and cannot be amended except by a written instrument signed by the parties hereto. This release will inure to the benefit of and will be binding upon our respective affiliates, successors, licensees, assigns, heirs and representatives. This release will be governed by the internal laws of the State of California and Oregon applicable to contracts wholly negotiated, executed and performed therein.

\_\_\_\_\_

Signature

\_\_\_\_\_

Signature Date

\_\_\_\_\_

Print Name



## Request for Copy of Tax Return

OMB No. 1545-0429

- ▶ **Do not sign this form unless all applicable lines have been completed.**
- ▶ **Request may be rejected if the form is incomplete or illegible.**
- ▶ **For more information about Form 4506, visit [www.irs.gov/form4506](http://www.irs.gov/form4506).**

**Tip.** You may be able to get your tax return or return information from other sources. If you had your tax return completed by a paid preparer, they should be able to provide you a copy of the return. The IRS can provide a **Tax Return Transcript** for many returns free of charge. The transcript provides most of the line entries from the original tax return and usually contains the information that a third party (such as a mortgage company) requires. See **Form 4506-T, Request for Transcript of Tax Return**, or you can quickly request transcripts by using our automated self-help service tools. Please visit us at [IRS.gov](http://IRS.gov) and click on "Get a Tax Transcript..." or call 1-800-908-9946.

<b>1a</b> Name shown on tax return. If a joint return, enter the name shown first.	<b>1b</b> First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)
<b>2a</b> If a joint return, enter spouse's name shown on tax return.	<b>2b</b> Second social security number or individual taxpayer identification number if joint tax return
<b>3</b> Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)	

**4** Previous address shown on the last return filed if different from line 3 (see instructions)

**5** If the tax return is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number.

*DNEDC, 882 H St., Crescent City CA 95531*

**Caution:** If the tax return is being mailed to a third party, ensure that you have filled in lines 6 and 7 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy. Once the IRS discloses your tax return to the third party listed on line 5, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your return information, you can specify this limitation in your written agreement with the third party.

**6 Tax return requested.** Form 1040, 1120, 941, etc. and all attachments as originally submitted to the IRS, including Form(s) W-2, schedules, or amended returns. Copies of Forms 1040, 1040A, and 1040EZ are generally available for 7 years from filing before they are destroyed by law. Other returns may be available for a longer period of time. Enter only one return number. If you need more than one type of return, you must complete another Form 4506. ▶ \_\_\_\_\_

**Note:** If the copies must be certified for court or administrative proceedings, check here

**7 Year or period requested.** Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than eight years or periods, you must attach another Form 4506.

\_\_\_\_\_

\_\_\_\_\_

**8 Fee.** There is a \$50 fee for each return requested. Full payment must be included with your request or it will be rejected. Make your check or money order payable to "United States Treasury." Enter your SSN, ITIN, or EIN and "Form 4506 request" on your check or money order.

<b>a</b> Cost for each return . . . . .	<b>\$ 50.00</b>
<b>b</b> Number of returns requested on line 7 . . . . .	
<b>c</b> Total cost. Multiply line 8a by line 8b . . . . .	<b>\$</b>

**9** If we cannot find the tax return, we will refund the fee. If the refund should go to the third party listed on line 5, check here

**Caution:** Do not sign this form unless all applicable lines have been completed.

**Signature of taxpayer(s).** I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax return requested. If the request applies to a joint return, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506 on behalf of the taxpayer. **Note:** For tax returns being sent to a third party, this form must be received within 120 days of the signature date.

**Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506.** See instructions.

<b>Sign Here</b>	Signature (see instructions)	Date	Phone number of taxpayer on line 1a or 2a
	Title (if line 1a above is a corporation, partnership, estate, or trust)		
	Spouse's signature	Date	

## DEL NORTE ECONOMIC DEVELOPMENT CORPORATION LOAN APPLICATION

This application is designed to be completed by the applicant(s). Applicants should complete this form as "Borrower" or "Co-Borrower," as applicable. Co-Borrower information must also be provided (and the appropriate box checked) when the income or assets of a person other than the Borrower (including the Borrower's spouse) will be used as a basis for loan qualification or the income or assets of the Borrower's spouse or other person who has community property or similar rights pursuant to applicable state law will not be used as a basis for loan qualification, but his or her liabilities must be considered because the spouse or other person who has community property or similar rights and the Borrower resides in a community property state, the security property is located in a community property state, or the Borrower is relying on other property located in a community property state as a basis for repayment of the loan. If this is an application for joint credit, Borrower and Co-Borrower each agree that we intend to apply for joint credit (sign below):

\_\_\_\_\_   
Borrower

\_\_\_\_\_   
Co-Borrower

### I. Loan Type Applied For

Small Business Loan

Line of Credit

SBA504

### Terms of Loan (To be completed with DNEDC Loan Department)

Loan Amount: \$ \_\_\_\_\_

Interest Rate: \_\_\_\_\_ %

No. of Months: \_\_\_\_\_

Amortization Type:  Fixed Rate  Interest Only

### BUSINESS INFORMATION:

Name of Business: \_\_\_\_\_

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

Start-Up  Yes  No If no when did business start? \_\_\_\_\_

Number of new jobs to be created \_\_\_\_\_

Current number of full time employees \_\_\_\_\_ Part-Time Employees \_\_\_\_\_

Is Business a  Sole Proprietor  LLC  INC  Other (please specify) \_\_\_\_\_

**BORROWER**

**CO-BORROWER**

This Institution is an Equal Opportunity Provider

**Borrower's Name (include Jr. or Sr., if applicable)**

\_\_\_\_\_

**Social Security Number** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_ **Home Phone** \_\_\_\_\_

**Present Address:** \_\_\_ **Own** \_\_\_ **Rent** \_\_\_ **No. Yrs.**

\_\_\_\_\_

\_\_\_\_\_

**Mailing Address, if different from present address**

\_\_\_\_\_

\_\_\_\_\_

**Co-Borrower's Name (include Jr. or Sr. if applicable)**

\_\_\_\_\_

**Social Security Number** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_ **Home Phone** \_\_\_\_\_

**Present Address:** \_\_\_ **Own** \_\_\_ **Rent** \_\_\_ **No. Yrs.**

\_\_\_\_\_

\_\_\_\_\_

**Mailing Address, if different from present address**

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYEMENT INFORMATION**

**Name & Address of Employer**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Employment Dates:**

**Start** \_\_\_\_\_ **End** \_\_\_\_\_

**Monthly Income:** \_\_\_\_\_

**Employer's Phone Number** \_\_\_\_\_

**Name & Address of Employer**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Employment Dates:**

**Start** \_\_\_\_\_ **End** \_\_\_\_\_

**Monthly Income:** \_\_\_\_\_

**Employer's Phone Number** \_\_\_\_\_

**IF EMPLOYEED LESS THAN TWO YEARS PLEASE PROVIDE PREVIOS EMPLOYMENT INFORMATION**

Name & Address of Employer

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name & Address of Employer

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employment Dates:

Start \_\_\_\_\_ End \_\_\_\_\_

Monthly Income: \_\_\_\_\_

Employer's Phone Number \_\_\_\_\_

Employment Dates:

Start \_\_\_\_\_ End \_\_\_\_\_

Monthly Income: \_\_\_\_\_

Employer's Phone Number \_\_\_\_\_

**MONTHLY INCOME AND COMBINED HOUSING EXPENSE INFORMATION**

Base Income	\$	\$	\$	1st Mortgage	\$	
Bonuses	\$	\$	\$	2nd Mortgage	\$	
Commisions	\$	\$	\$	Other Financing	\$	
Dividends/Interest	\$	\$	\$	Insurance	\$	
Net Rental Income	\$	\$	\$	Taxes	\$	
Other Income (see below)	\$	\$	\$	HOA Dues	\$	
Totals	\$	\$	\$		\$	

**Self-Employed Borrower(s) may be required to provide additional documentation.**

<b>Borrower or Co-Borrower</b>	<b>Source of other income</b>	<b>Monthly Amount</b>

## ASSETS AND LIABILITIES

This Statement and any applicable supporting schedules may be completed jointly by both married and unmarried Co-Borrowers if their assets and liabilities are sufficiently joined so that the Statement can be meaningfully and fairly presented on a combined basis; otherwise, separate Statements and Schedules are required. If the Co-Borrower section was completed about a non-applicant spouse or other person, this Statement and supporting schedules must be completed about that spouse or other person also.

Completed    \_\_\_Jointly \_\_\_ Not Joint

Checking & Savings    \$ \_\_\_\_\_

Retirement Accounts \$ \_\_\_\_\_

Stocks & Bonds        \$ \_\_\_\_\_

Life Insurance         \$ \_\_\_\_\_

Other Assets to be considered \$ \_\_\_\_\_

### Any other Real Estate Owned (other than primary residence)

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

Monthly Pymt \$ \_\_\_\_\_

\_\_\_\_\_

Balance Due    \$ \_\_\_\_\_

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

Monthly Pymt \$ \_\_\_\_\_

\_\_\_\_\_

Balance Due    \$ \_\_\_\_\_

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

Monthly Pymt \$ \_\_\_\_\_

\_\_\_\_\_

Balance Due    \$ \_\_\_\_\_

**COLLATERAL TO BE USED TO SECURE LOAN**

Description: \_\_\_\_\_

\$ Value \_\_\_\_\_

Description: \_\_\_\_\_

\$ Value \_\_\_\_\_

Total Monthly Credit Card Payments \$ \_\_\_\_\_

Total Monthly Installment Payments \$ \_\_\_\_\_

Total Car Payments \$ \_\_\_\_\_



# DEL NORTE ECONOMIC DEVELOPMENT CORPORATION

**Please complete the following for the TOTAL number of employees currently working for you:** Fill in the appropriate column for each employee, (i.e. Asian male full-time, Hispanic female part time, etc.) Full-time is considered people, *including owners, who are compensated for 30 or more hours a week.*

Ethnicity	Male FT	Male PT	Female FT	Female PT
Asian				
African American				
Hispanic				
Caucasian				
Native American				
Other				
Total Number of Employees who are Veterans				
Grand Total Number of Employees				
Average hourly wage of all employees				

I authorize Del Norte Economic Development Corporation to release information (may include pictures) to the public.

\_\_\_\_\_  
Date Signature of Primary Applicant

\_\_\_\_\_  
Date Signature of Co-Applicant

# CREDIT REPORT AUTHORIZATION AND RELEASE

Authorization is hereby granted to \_\_\_\_\_ to obtain a standard factual data credit report through a credit reporting agency chosen by \_\_\_\_\_.

My signature below authorizes the release to the credit reporting agency a copy of my credit application, and authorizes the credit reporting agency to obtain information regarding my employment, savings accounts, and outstanding credit accounts (mortgages, auto loans, personal loans, charge cards, credit unions, etc). Authorization is further granted to the reporting agency to use a photostatic reproduction of this authorization if necessary to obtain any information regarding the above mentioned information.

Applicants hereby request a copy of the credit report obtained with any possible derogatory information be sent to the address of present residence, and holds \_\_\_\_\_ and any credit reporting organization harmless in so mailing the copy requested.

Any reproduction of this credit report authorization and release made by reliable means (for example, photocopy or facsimile) is considered an original.

\_\_\_\_\_  
Borrower's Signature                      Date

\_\_\_\_\_  
Borrower's Signature                      Date

\_\_\_\_\_  
Borrower's Signature                      Date

\_\_\_\_\_  
Borrower's Signature                      Date