



NWNMCOG REVOLVING LOAN FUND (RLF)

Amount requested: \$ _____

I. APPLICANT INFORMATION

Applicant's Name: _____

Title: _____ SSN: _____

Phone: _____ Email: _____

Address: _____

Name of Business:

Ownership (Check one):

Sole Proprietorship Partnership Corporation(C/S) Non-Profit LLC LLP

Business Address: _____

Phone: _____ EIN: _____

Business License # _____ Date Established: _____

Website: _____

Name of Business Owners and Ownership Percentage:

Do You Own Your Facility? (Check one): Yes No

If Yes (Check one), Personally Other List: _____

If No, Provide Landlord Name: _____ Phone: _____

Landlord Address: _____

Months Remaining on Lease: _____ Rent Amount: _____

II. PROJECT FINANCING:

- A. Amount of Loan Request: \$ _____
- B. Applicant Equity Contribution*: \$ _____
- C. Other, list: _____ \$ _____

Purpose of Loan:

Source of Loan Repayment:

*Equity contribution: Value of money and other assets the Applicant invested in the business during the past 12 months or will invest in the business. Please submit evidence of all private funds (bank statements, letter of commitment, etc).

III. USE OF FUNDS:

	Amount of Loan Request (listed on line A above)		Applicant's Equity Contribution (listed on line "B" above)*		Applicant's Equity Contribution (listed on line "C" above)		TOTAL PROJECT COST
Working Capital	\$	+	\$	+	\$	=	\$
Equipment & Machinery	\$	+	\$	+	\$	=	\$
Real Estate	\$	+	\$	+	\$	=	\$
Leasehold Improvements	\$	+	\$	+	\$	=	\$
Debt Refinance	\$	+	\$	+	\$	=	\$
Loan Fees (1% of total loan)	\$	+	\$	+	\$	=	\$
Other	\$	+	\$	+	\$	=	\$
TOTAL	\$	+	\$	+	\$	=	\$

*Plus any additional Funds to be used for this project - including additional loans / private funds.



VI. RLF OBJECTIVES: Is your business:

- a. Minority-owned? YES NO
- b. Women-owned? YES NO
- c. Veteran-owned? YES NO

VII. CURRENT EMPLOYMENT:

	TOTAL		WHITE		BLACK		ASIAN		HISPANIC		AM. IND		OTHER	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Current Employees														
Management														
Professional														
Office/Clerical														
Manufacturing														
Skilled Trades														
Service / Maintenance														
Other														

VIII. JOB CREATION: As a result of the loan, will your business:

Create jobs? YES NO

Estimate how many jobs the business will create in the next two years: _____

Job Title and brief description	FT	PT	SALARY



How did you hear about the NWNMCOG's Revolving Loan program?

After this application is reviewed by RLF staff and determined to meet all appropriate lending criteria, additional supplemental material and a credit check may be requested.

I hereby certify that the information provided, contained herein and attached hereto is accurate and correct to the best of my knowledge.

APPLICANT

Date

(Print Name)



SUPPLEMENTAL MATERIAL CHECKLIST (please complete)

Please submit the following information with your application:

- Statement of Need for RLF to include:
 - a. Plans, cost estimates/bids for leaseholds and equipment (include installation costs)
 - b. Purchase agreements for real estate acquisitions
 - c. Private lender commitment or denial of funds letter(s)
- Business Federal Income Tax Returns
- Most recent Full Fiscal Year-End Financial Statement (signed / initialed) if no Tax Return for most recent year is available, to include:
 - a. Balance Sheet
 - b. Income / Expense Statement
 - c. Aging of accounts receivable and payable and list of vendors and addresses and account numbers for any account over 90 days.
 - d. Schedule of Business Debts (including the following: original amount of debt, current balance outstanding, payment amount(s), interest rate, collateral, & status)
 - e. Additional personal guarantees of other debts
- Individual Federal Income Tax Return – prior 3 years
- Personal financial statement (any owner with 20% ownership or more)
- Statement of Personal History
- Credit release (any owner with 20% ownership or more)
- Legal to include:
 - a. Articles of incorporation / By-laws and/or partnerships/operating agreements / dba certificates / business licenses
 - b. Certificate of good standing (corporations only)
- Resume(s) of principal(s) (normally those with 20% ownership or more; worker cooperatives should submit resumes of all members)
- Lease Agreement / Site Control or Letter of Intent to Lease:
- Pro forma financial statement / projects (including notes and schedules) to include:
 - a. 2 years profit and loss projections
 - b. Explanations of the underlying assumptions supporting cash flow projections
- 4506T signed and dated



Loan Fee:

If approved, the following will be required:

- Application fee for RLF loan in the amount of \$250.00 made payable to the Northwest New Mexico Council of Governments.**

The loan fee will be credited towards the 1% loan fee and will be refunded, if not approved.

Please send the above information to the following address:

MAIL:

NWNMCOG
C/O RLF Application
106 W. Aztec Avenue
Gallup, NM 87301

EMAIL - Scan docs, PDF, and email to:

Michael Sage
RLF Loan Officer
msage@nwnmcog.org

