

RLF Application Attachments

In addition to the completed application form, application packages must contain supporting materials in narrative form, certain detailed information, and attachment of financial statements. The following list of supplementary items indicates required material. Treat individual items as briefly or extensively as the nature of the project or applicant suggests appropriate. In general, concise treatment of narrative items is suggested.

1. RLF Application Form with original signature _____
 2. Personal Resume describing the education, technical and business background of the owner and of the principals. _____
 3. Personal Financial Statement _____
 4. Current Business Financial Statements in proper accounting form, including:
 - a. Current Balance Sheet (dated within 30 days of application filing) _____
 - b. Profit and Loss Statement (dated within 30 days of application filing) _____
 - c. Aging of Accounts Receivable and Payable _____
 5. Past Business Financial Statements, including:
 - a. Balance Sheet for each of the last three years _____
 - b. Profit and Loss Statement for each of the past three years (see note) _____
 - c. Documentation that the business has paid FICA (Social Security) and FUTA (federal unemployment taxes) for the past three years _____
 6. Exhibits required of the applicant are:
 - a. A brief history and description of the business and a paragraph describing expected benefits it will receive from the loan _____
 - b. Articles of Incorporation or Partnership Agreement if company is a corporation or partnership _____
 - c. A signed Sources and Uses of Funds statement detailing planned use of RLF funds _____
- If Purchasing Equipment:**
- d. Written estimates from suppliers of the cost of equipment or machinery to be purchased with the loan funds _____
- If Purchasing Real Estate:**
- e. Purchase agreement for Real Estate _____
- If Constructing or Renovating Real Estate:**
- f. Written estimates from the contractors of the cost of construction to be financed with the loan money. Prices must be firm for 60 days _____
 - g. Environmental Impact Form. This information is submitted to Howard County, which conducts the environmental review process and files all paperwork with the State of Indiana. _____

Depending on the nature of the project, additional information may be required by the loan board or staff.

There is also a **loan application fee of \$100, payable at the time of application filing,** and closing fees, which may include costs of necessary legal and accounting services, payable at loan closing. Make money orders or certified checks payable to: Howard County Revolving Loan Fund.

When you have your application materials gathered, the RLF staff will review them for completeness. After this, the applicant will submit 15 copies of the entire application, for review by the loan board.

For further information please contact:

Revolving Loan Fund Committee at RLFcommittee@co.howard.in.us

or

ATTN: Revolving Loan Fund
Board of Commissioners
Howard County Administration Center
220 N. Main Street
Kokomo, IN 46901