Illinois Instruction 4279-B A

Guide 2

BUSINESS AND INDUSTRY LOAN GUARANTEES

PREAPPLICATION CHECKLIST

Borrowers and lenders may file a preapplication before completing an application. Preapplications or applications will not be accepted or processed unless a lender has agreed to finance the proposal.

**Preapplications**. Lenders may file preapplications by submitting the following to the Agency. Procedure reference: RD Instruction 4279-B § 4279.161 (a)

 (1) A letter or preliminary lender credit analysis, signed by the lender, containing the following:

 (i) Borrower's name, organization type, address, contact person, and federal tax identification, email address, and telephone number.

 (ii) Name of the proposed lender, address, telephone number, contact person, email address, and lender's Internal Revenue Service (IRS) identification number.

 (iii) Amount of the loan request, percent of guarantee requested, and the proposed rates and terms.

 (iv) Description of collateral to be offered with estimated value(s) and the amount and source of equity to be contributed to the project.

 (v) Brief description of the project, products or services provided, and availability of raw materials and supplies.

 (vi) The number of current full-time equivalent jobs, the number of jobs to be created as a result of the proposed loan, and the overall average wage rate.

 (2) The borrower’s current (not more than 90 days old) balance sheet and year-to-date income statement. For existing businesses, also include balance sheets and income statements for the last 3 years.

 (3) A completed Form RD 4279-2, "Certification of Non-Relocation and Market and Capacity Information Report," if the proposed loan is in excess of $1 million and will increase direct employment by more than 50 employees.