



# Business & Industry Guaranteed Loan Program Pre-application Information

**Business Information:** (list the legal entity who will be the borrower)

BORROWER NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ COUNTY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

IRS TAX NUMBER: \_\_\_\_\_ FISCAL YEAR END: \_\_\_\_\_

TYPE OF APPLICANT: \_\_\_\_\_

(Examples: corporation-for profit or not for profit, cooperative, Indian Tribe, partnership, individual, public body, other-specify)

NAICS CODE (North American Industry Classification System): \_\_\_\_\_

**Contact for Business:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**Lender Information:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

IRS TAX #: \_\_\_\_\_ CONTACT: \_\_\_\_\_

**Project Information:** (check one)

- |  |   |
|--|---|
| <input type="checkbox"/> A NEW VENTURE         | <input type="checkbox"/> EXPANSION OF EXISTING FACILITY |
| <input type="checkbox"/> A NEW BRANCH FACILITY | <input type="checkbox"/> DEBT REFINANCING               |
| <input type="checkbox"/> TRANSFER OF OWNERSHIP | <input type="checkbox"/> OTHER (SPECIFY) _____          |

**Loan Request Breakdown:**

- |   |          |
|---|----------|
| 1. LAND ACQUISITION/IMPROVEMENT         | \$ _____ |
| 2. REAL ESTATE CONSTRUCTION/ACQUISITION | \$ _____ |
| 3. MACHINERY/EQUIPMENT/F&F PURCHASE     | \$ _____ |
| 4. DEBT REFINANCING                     | \$ _____ |
| 5. WORKING CAPITAL                      | \$ _____ |
| 6. OTHER (SPECIFY)                      | \$ _____ |
| <b>TOTAL FUNDS REQUESTED:</b>           | \$ _____ |

A. Provide information on current employment. Project the number of jobs to be created/saved.

Current # of Employees: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Average hourly wage \_\_\_\_\_

Jobs Created: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Average hourly wage \_\_\_\_\_

Jobs Saved: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Average hourly wage \_\_\_\_\_

Unemployment Rate for Area as of \_\_\_\_\_ (date)

County or City \_\_\_\_\_ % Unemployment \_\_\_\_\_

B. Give a brief narrative description of the project and list the anticipated source of financing.

C. Give a brief history of the business and description of the new or expanded operations.

D. What are or will be the projects and/or services provided?

E. Describe your markets and current trends in the industry.

F. Is there any pending, anticipated or final regulatory or legal (civil or criminal) litigation involving the business, principals, officers or shareholders?  YES  NO

If yes, then give details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ATTACH THE FOLLOWING INFORMATION TO YOUR APPLICATION:**

1. Give names of proprietor(s), partners, or if the business is a corporation, all officers, directors and persons holding 20% or more of the stock. For those persons listed, provide current, signed financial statements. Resumes of Key personnel should also be attached. Identify any of the people listed who are not citizens of the United States.
2. If an existing business, include balance sheets and income statements for the past three years. Full audit reports should be provided, if available.
3. If an existing business, include current balance sheets and income statement that is less than 90 days old.
4. For existing business, provide estimated sales and net income figures for the next two years.
5. For a startup business, provide a preliminary business plan.
6. Attach a letter from the lender that indicates a willingness to originate the proposed loan subject to a guarantee from Rural Development. The letter should include the following:
  - A. Percent of guarantee desired:  
80 MAXIMUM < \$5,000,000  
70 MAXIMUM > \$5,000,000
  - B. Amount of proposed loan:
  - C. Proposed rates and terms:
  - D. Proposed collateral, lien positions, and estimated value of the assets to be offered as security:
  - E. Proposed borrower's name and address:
  - F. If borrower is a corporation, the name of any parent, affiliate, and subsidiary firm, and a description of the relationship:
  - G. Any known environmental problems:

**PLEASE NOTE: Additional information may be requested prior to the preapplication review.**

Send application to: Rural Development  
Attn: Business & Community Programs  
4949 Kirschling Court • Stevens Point, WI 54481  
Phone: (715) 345-7610 • FAX (715) 345-7616  
E-mail: [RD.BCP.SO@wi.usda.gov](mailto:RD.BCP.SO@wi.usda.gov)