

**PEE DEE REGIONAL COUNCIL OF GOVERNMENTS  
REVOLVING LOAN FUND APPLICATION**

**PART I: BORROWER INFORMATION**

Name of Business: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Business Address: \_\_\_\_\_  
(if different from \_\_\_\_\_  
mailing address) \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_  
Contact Person: \_\_\_\_\_

Name of Accountant: \_\_\_\_\_  
Firm: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_

Name of Attorney: \_\_\_\_\_  
Firm: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_

**PART II: BUSINESS INFORMATION**

Type of Business: \_\_\_\_\_  
Date Business Established: \_\_\_\_\_

Ownership: List the name, title, and percent ownership of each principal in the business.

<u>NAME</u>	<u>TITLE</u>	<u>PERCENT OWNERSHIP</u>
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %

Description of Business: Provide a brief description of the company's products, manufacturing process, customer base, etc. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PART III: PROJECT INFORMATION**

Location of Project: \_\_\_\_\_

County: \_\_\_\_\_

Type of Project:

\_\_\_ New Business      \_\_\_ Expansion  
\_\_\_ Site Preparation    \_\_\_ Employment Retention

Description of Project: Provide a brief description of the proposed project and how it will enhance company sales, capacity, efficiency, employment, etc. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Present Employment: \_\_\_ (FT) \_\_\_ (PT)  
Additional Employment Resulting from Project: \_\_\_ (FT) \_\_\_ (PT)

Proposed Project Financing:

<u>Name</u>	<u>Amount</u>	<u>Percent</u>
Bank: _____	\$ _____	_____ %
Other: _____	\$ _____	_____ %
Other: _____	\$ _____	_____ %
PDRCOG RLF	\$ _____	_____ %
Equity (Owner)	\$ _____	_____ %
Total	\$ _____	_____ %

Proposed Uses of Funds:

	<u>Amount</u>		
	<u>RLF</u>	+ <u>Other</u>	= <u>Total</u>
Land and Buildings	\$ _____	\$ _____	\$ _____
Construction	\$ _____	\$ _____	\$ _____
Renovation	\$ _____	\$ _____	\$ _____
Leasehold Improvements	\$ _____	\$ _____	\$ _____
Furniture & Fixtures	\$ _____	\$ _____	\$ _____
Site Preparation	\$ _____	\$ _____	\$ _____
Machinery and Equipment	\$ _____	\$ _____	\$ _____
Working Capital	\$ _____	\$ _____	\$ _____
Other: _____	\$ _____	\$ _____	\$ _____
Other: _____	\$ _____	\$ _____	\$ _____
<b>Total</b>	\$ _____	\$ _____	\$ _____
Percentages	_____ %	+ _____ %	= <u>100</u> %

Participating Lender Information:

Name of Institution: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_  
Account Officer: \_\_\_\_\_

Name of Institution: \_\_\_\_\_  
Mailing Address \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_  
Account Officer: \_\_\_\_\_

**PART IV: ADDITIONAL DOCUMENTATION REQUIRED**

1. Historical Financial Statements: Federal income tax returns and audit reports for three years prior.
2. Current Financial Statement: Balance sheets and profit and loss statements no more than 90 days old.
3. Projected Financial Information:
  - A. 24 month Cash Flow Projections.
  - B. 24 month Profit and Loss Projections
  - C. 2 year Pro-Forma Balance Sheets
4. Personal Financial Statements: Required of all principals.
5. Resume: Required of all principals.
6. Letter of Commitment: Letter from participating lender stating terms, condition of commitment, and need for RLF financing.
7. Outstanding Loans and Debts: Provide list of loans and other debts including original date, amount, balance, rate, payment amount, and terms. Identify collateral for each loan or debt. Also provide Accounts Payable schedule.
8. Credit Report: Provide current credit report for business owner(s).
9. Attorney Statement: Letter concerning any current or pending litigation against company.
10. Resolution of Board of Directors: Required of corporations as an authorization to borrow.
11. Certificate of Good Standing: Required of corporations from the Secretary of State.
12. Business Plan: Description of the business, its history, future plans, marketing strategy, competition, etc.
13. Other Supporting Documents: Any other documents that are applicable such as appraisals, franchise agreements, letters of reference, etc.

**PART V: QUALIFYING STATEMENT**

The purpose of the revolving loan fund is to provide gap financing between the amount a commercial institution can lend and the amount the business can provide in equity. Business projects in Chesterfield, Darlington, Dillon, Florence, Marion, and Marlboro Counties are eligible.

The Lender reserves the right to recall the loan if these requirements are not met.

**PART VI: LOAN PROCESSING FEE**

A non-refundable loan application fee will be charged all prospective RLF borrowers. The fee varies based on the loan requested as follows:

<u>RLF Loan Request</u>	<u>Application Fee</u>
_____ \$ 25,000 & under	\$200
_____ \$ 25,001 - \$ 50,000	\$250
_____ \$ 50,001 - \$100,000	\$300
_____ \$ 100,001 - \$175,000	\$400

Please enclose your application fee (check or money order) made payable to Pee Dee Regional Council of Governments.

**PART VII: SIGNATURE (S)**

Applicant (s) : \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Submit complete application to

Pee Dee Regional Council of Governments  
 Attention: RLF Loan Officer  
 PO Box 5719  
 Florence, SC 29502