



## INFORMATION NEEDED TO BEGIN PROCESSING APPLICATION

If you have any questions about completing any items, please contact us.

- \_\_\_ 1. **LEGAL DESCRIPTION OF LAND OFFERED AS SECURITY:** Provide a copy of the deed or survey, etc., giving the legal description of the land to be pledged as collateral for this loan.
  - a. Environmental Questionnaire (form enclosed page 4): Complete all blanks and sign. (If poultry houses, etc. are involved, ADEM Permits and NRCS Waste Management Plans are required.)
  - b. Earnest Money Contract: If purchasing property with the proceeds of this loan, provide a copy of the Purchase/Sales Agreement.
  - c. If the Land Offered as Security is in a Subdivision, include a copy of the covenants for that subdivision, a subdivision plat and Health Department approval.
  
- \_\_\_ 2. **APPLICATION FOR LOAN** (form 1 of 6): Complete all blanks and sign. Provide a separate application form for each applicant, except for husband and wife.
  
- \_\_\_ 3. **FINANCIAL STATEMENT** (form 2 of 6): Complete one for each set of applicants, including schedule of liabilities to provide lender's name, interest rate, payment amount and balance owed.
  
- \_\_\_ 4. **AUTHORIZATION FOR RELEASE OF CREDIT & EMPLOYMENT INFORMATION** (form 3 of 6): All applicants should sign, including officers of corporations, etc.
  
- \_\_\_ 5. **SAVINGS, CREDIT AND EMPLOYMENT INFORMATION** (form 4 of 6): Complete one for each set of applicants, each related corporation or partnership, etc.
  
- \_\_\_ 6. **INCOME VERIFICATION:** Provide copies of complete IRS returns with all schedules, per the following:
  - a. Loan request of \$250,000, or less – immediate past year's IRS return.
  - b. Loan request exceeding \$250,000 – immediate past three years' IRS return.
  - c. If IRS return has not been prepared, please provide a schedule of income and expenses for the most recent time period.
  
- \_\_\_ 7. **PROJECTED INCOME AND EXPENSES:** Outline estimated future income and expenses and note any significant changes from previous operation/history.
  
- \_\_\_ 8. **PARTNERSHIPS/CORPORATIONS, ETC.:** Provide a complete financial statement for each partnership, corporation, etc. in which you own an interest.
  - a. Provide copies of IRS returns as requested in Item 6 for each entity in which you have an interest.
  - b. Provide a copy of all partnership/corporation agreements, Articles of Incorporation and other related documents.
  - c. Provide a Certificate of Corporation Resolution.
  
- \_\_\_ 9. **PICTURE ID:** Photocopy of current Driver's License or other official picture ID.
  
- \_\_\_ 10. **IF PROPOSED LOAN IS FOR CONSTRUCTION,** furnish:
  - a. Complete set of plans and specifications with all blanks completed, signed by applicant and builder.
  - b. Copy of construction bid or contract signed by applicant and builder.
  - c. Name, address and phone number of all contractors involved in the project.
  
- \_\_\_ 11. **CREDIT LIFE INSURANCE DESIRED:** \_\_\_ YES \_\_\_ NO
  
- \_\_\_ 12. **OTHER** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_