



# HEADWATERS

Regional Finance Corporation

*Leading the Way*

## LOAN APPLICATION

Please review thoroughly and complete application fully.

- Pages 2 and 3: Application. Signature(s) required.
- Page 4: List of additional/supporting documentation.
- Page 5: List of fees associated with loan process.

For questions, please contact:

**Vicky Hetteen**  
**Business Loan Specialist**  
**218-333-6538**  
**218-444-4722 fax**  
**[vhetteen@hrdc.org](mailto:vhetteen@hrdc.org)**

*Headwaters Regional Finance Corporation,  
a subsidiary of Headwaters Regional Development Commission  
1320 Neilson Ave SE  
PO Box 906, Bemidji, MN 56619-0906*



# HEADWATERS

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**Applicant Name** \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Business Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

Fax Number \_\_\_\_\_ Business Type - Sole Prop. \_\_\_\_\_

Corporation \_\_\_\_\_

Partnership \_\_\_\_\_

Other \_\_\_\_\_

**Amount of HRFC Loan Request** \$ \_\_\_\_\_

**Total Project Cost** \$ \_\_\_\_\_

Brief Description of Project

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Uses of Financing

## Sources of Financing

Land \$ \_\_\_\_\_

Bank \$ \_\_\_\_\_

Building \$ \_\_\_\_\_

HRFC \$ \_\_\_\_\_

Construction/  
Renovation\* \$ \_\_\_\_\_

Public Source \$ \_\_\_\_\_

Equipment \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Inventory/  
Working capital \$ \_\_\_\_\_

Equity (Min. 10%)\*\* \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

Sources and Uses must balance. RLF funds cannot be used to refinance existing debt.

\* If construction/renovation is a portion of your project, Davis/Bacon wage requirements may need to be met.

\*\* Equity: Defined as an amount or % of capital (or lien free assets) that is required to be added to a project from borrower or investor sources.

***Officers & Ownership %***

Name	Title	%
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %

(Typically, personal financial statements are required for individuals holding 20% or more ownership.)

What collateral are you offering as security for the loan? Include estimated market values?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Job Creation/Retention***

Number of existing jobs \_\_\_\_\_  
Number of jobs to be created due to this financing \_\_\_\_\_  
Number of jobs to be retained due to this financing \_\_\_\_\_

.....

I certify that the contents of this application and attachments are true and correct to the best of my knowledge. I authorize the HEADWATER REGIONAL FINANCE CORPORATION to make inquires regarding my credit history and statements contained in this application and attachments. I also authorize other lenders, involved in this project, to release information to HEADWATERS REGIONAL FINANCE CORPORATION as necessary to process my application.

Primary Lender: \_\_\_\_\_

Loan Officer: \_\_\_\_\_

Phone No: \_\_\_\_\_

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Authorized Signature of Borrower

\_\_\_\_\_  
Authorized Signature of Borrower

***Along with the application, please include the following list of documents as it pertains to your project:***

- \_\_\_ Written loan request
- \_\_\_ Business Plan/ Synopsis of project
- \_\_\_ Business Tax Returns (3 yrs)
- \_\_\_ Business Financial Statements (3 yrs)
- \_\_\_ Interim Financial Statement
- \_\_\_ Projections (3 yrs)
- \_\_\_ Personal Tax Returns (3 yrs)
- \_\_\_ Personal Fin. Statement (attached)
- \_\_\_ Resume of Borrower/Owner
- \_\_\_ Rent Roll
- \_\_\_ Accounts Receivable Aging
- \_\_\_ Accounts Payable Listing
- \_\_\_ Equipment List
- \_\_\_ Article of Incorporation
- \_\_\_ Partnership Agreement
- \_\_\_ Corporation/ Partnership Authorization to borrow
- \_\_\_ Debt Schedule (creditor, payment amt., balance owing, terms)

Real Estate Documents, if applicable:

- \_\_\_ Legal Description
- \_\_\_ Abstract location \_\_\_\_\_
- \_\_\_ Appraisal
- \_\_\_ Realtor \_\_\_\_\_
- \_\_\_ Survey
- \_\_\_ Environmental Checklist/ Study

***REQUIRED:***

- A commitment letter from a participating bank stating the loan terms, the **maximum amount** to be extended by the bank, and the need for HRFC's participation;  
and/or
- Bank rejection letter (s) listing the proposed loan terms.

# HRFC FEE SCHEDULE

<b>ORIGINAL LOAN</b>	1% Origination Fee plus normal closing costs
<b>SUCCESSIVE LOAN</b>	½% Origination Fee plus normal closing costs
<b>ASSUMPTION FEE</b>	1% of Loan Balance to be assumed plus normal closing costs
<b>LOAN MODIFICATION</b>	\$150, plus legal costs and recording/filing fees (if any)
<b>LOAN RENEWAL</b>	\$100, plus legal costs and recording/filing fees (if any)
<b>REQ. FOR SUBORDINATION</b>	\$100, plus legal costs and recording/filing fees (if any)
<b>LATE &amp; NSF FEES</b>	If the regular monthly payment is not received within 15 days of due date, Borrower shall be charged a late fee of \$25, unless otherwise provided in the loan agreement. Checks returned NSF will be charged \$15. Any unpaid late charge(s) and NSF fees shall be collected when the loan is paid off. Acceptance of a late charge by the Agency does not constitute a waiver of default.
<b>OTHER CLOSING COSTS:</b>	<p>Applicants must be prepared to pay closing costs, including but not limited to, document preparation fees, attorney fees, and out-of-pocket expenses. Document preparation fees: Start at \$150. If an attorney is needed to draft loan documents documentation fees generally range from \$600 to \$1000. Out-of-pocket expenses: Costs from third parties, such as county filing/recording fees, title work, and appraisals will be passed on to borrower at cost.</p> <p>Borrower may choose to finance closing costs if approved by Lender prior to closing.</p> <p>Applicants that are approved for financing, however, choose not to accept the loan, are responsible for any out-of-pocket expenses that may have occurred to-date, such as title work, and appraisals, etc.</p>

