

Below is a list of documents/information that would be needed throughout the Sherburne County RLF approval process.

Project

- Completed Authorization to Release Information Form signed from all owners of the operating company and/or real estate holding company (see attached).
- Copy of the signed purchase agreement for the real estate.
- Copy of the signed builder's contract, sworn construction statement and construction bids.
- Copy of the equipment list and purchase invoices.
- Summary description of the real estate (i.e. building square footage, exterior and interior building material and finish, year built, office and warehouse composition, lot size, parking spaces, etc.)
- Environmental investigation: Phase I ESA or an environmental questionnaire.
- Copy of the real estate appraisal.

Business

- History and description of the operating company. Please provide a copy of the current business plan.
- Complete copies of the past three years of federal and state income tax returns, schedules and K-1's for the operating company.
- Copies of the company or accountant prepared year-end financial statements for the past three years.
- Most recent month end balance sheet and income statement for current year as well as same period last year for the operating company.
- Accounts receivable and accounts payable aging reports corresponding with current balance sheet for the operating company.
- Debt schedule, corresponding with long-term debt listed on the current balance sheet, detailing all obligations for the operating company (see attached).
- If applicable, two years of income statement projections for the operating company (see attached sample). In addition, the projections must include a detail narrative description of assumptions that are the basis of the income statement projections.
- If applicable, provide a break-even analysis for the operating company.
- For a start-up operating company, provide market data and/or a feasibility study supporting the viability of the new business.

Business Misc.

- Copy of Secretary's Certificate of Incorporation, which includes the Articles of Incorporation. Also, a copy of signed By-laws and tax identification number (TIN) for the operating company. If applicable, a copy of the Certificate of Assumed Name.
- Copy of Secretary's Certificate of Organization, which includes the Articles of Organization. Also, a copy of the signed Operating Agreement and tax identification number (TIN) for the newly formed real estate holding company.

Personal

- Signed personal financial statement for each owner of the operating company and/or real estate holding company (not more than 90 days old from application date).
- Complete copies of past three years of federal and state income tax returns, schedules and K-1's from all owners of the operating company. In addition, copies of all W-2's and/or 1099's (including spouses) for the most recent year-end.
- Resumes of all officers and key management of the operating company.