



## COVID-19 Business Assistance Loan Guidelines

June 2, 2020

### Purpose

*To provide financial assistance to any Eveleth businesses that have been closed or partially closed by Governor Walz Executive Orders.*

Owners of apartment complexes and rental houses do not qualify for this Loan.

**Area Served:** Existing businesses located in the City of Eveleth corporate limits that were open and operating in the City of Eveleth prior to being closed or partially closed by Governor Walz Executive Orders.

**Allowable Use of Funds:** Loan funds can be used for business expenses you have incurred since March 17, 2020 or for building improvements made in preparation for re-opening. Expenses you have already received State or Federal assistance for do not qualify for this loan.

**Loan Requirements:** Business owner(s) must:

- Complete the Loan Application.
- Provide copies of your most recent 2 years of business and personal tax returns.
- Provide copies of your business P&L and business operating statement for 2019 and 2020 to-date, and a projected year-end 2020 business P&L and business operating statement
- Complete a Business and Personal Credit Report Authorization Form.
- If the Loan is approved, the business owner must:
  - Sign a Loan/Mortgage Agreement

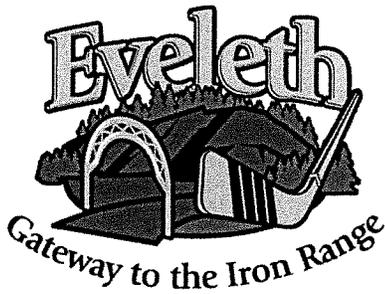
- Sign a Promissory Note
- Sign a Personal Guarantee
- Interest rate is .25% over Bond Buyers Index; 5-year repayment term
- Business must be current on all financial obligations to the City within the last 12 months (this includes City utility bills, property taxes, and other obligations to the City)

**Minimum Loan:** \$1,000

**Maximum Loan:** \$10,000 subject to availability of funds

**Application Process:** Applications accepted at any time, subject to availability of funds. Complete all the ***Loan Requirements*** above. The target for distribution of loan funds is 2 weeks after the completed application is received. There are no application, loan origination, or service fees associated with this loan.

**Loan Disbursement:** Loan funds will be made via check to the business name on the loan application upon approval of your loan application.



# COVID-19 Business Assistance

## Loan Application

June 2, 2020

**Business Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Business Telephone:** \_\_\_\_\_; **Cell Telephone:** \_\_\_\_\_

**Business Owners Name:** \_\_\_\_\_

Home Address: \_\_\_\_\_

% ownership in business: \_\_\_\_\_

**Business Owners Name:** \_\_\_\_\_

Home Address: \_\_\_\_\_

% ownership in business: \_\_\_\_\_

**Type of Business:** (Sole Proprietorship, Corporation, LLC, Partnership) \_\_\_\_\_

Brief description of nature of business, principal products, etc.: \_\_\_\_\_

\_\_\_\_\_

**Estimated Age of Building:** \_\_\_\_\_ **Estimated Building Market Value:** \_\_\_\_\_

Existing Building Use: \_\_\_\_\_

General Description of Building: \_\_\_\_\_

\_\_\_\_\_

### Ownership Interest in Property:

**Contract for Deed:** \_\_\_\_\_

Mortgage with (name of financial institution): \_\_\_\_\_

Principal balance owed: \$ \_\_\_\_\_ as of (date) \_\_\_\_\_

**Free & Clear:** \_\_\_\_\_

**Lease:** \_\_\_\_\_ **Terms:** \_\_\_\_\_

**Other** (please specify): \_\_\_\_\_

*Attach a copy of your most recent property tax statement from the St. Louis County Auditor's Office and proof of insurance on the building.*

**Loan Amount you are requesting from the City:** \$ \_\_\_\_\_  
(Detail how loan funds will be used on Uses Form)

**I certify that all statements on this application are true and correct to the best of my knowledge. I understand that any intentional misstatements will be grounds for the disqualification of my loan application.**

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

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

**PLEASE SEE THE NEXT PAGE FOR LOAN APPLICATION CHECKLIST.**

# COVID-19 Business Assistance Loan Application Checklist

- \_\_\_\_\_ Have you been closed or partially closed by Governor Walz Executive Orders?
- \_\_\_\_\_ Are you currently closed      OR      \_\_\_\_\_ partially closed?
- \_\_\_\_\_ Have you included with this application a completed Use of Loan Funds form?
- \_\_\_\_\_ Have you included with this application copies of your most recent 2 years of business and personal tax returns?
- \_\_\_\_\_ Have you included with this application copies of your business P&L and business operating statement for 2019 and 2020 to-date?
- \_\_\_\_\_ Have you included with this application a copy of your projected year-end 2020 business P&L and business operating statement?
- \_\_\_\_\_ Have you included with this application a completed and signed Business and Person Credit Report Authorization Form?
- \_\_\_\_\_ Are you current on all financial obligations to the City within the last 12 months (including City utility bills, property taxes, and other obligations to the City)?