



**PROGRAM
INSTRUCTIONS**

AGRICULTURAL LOAN PARTICIPATION

Offices of the Illinois Finance Authority

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|--------------------|---|---------------------|-------------------------|
| <i>Chicago</i> | <i>180 N. Stetson Ave, #2555, Chicago, IL 60601</i> | <i>312.651.1300</i> | <i>312.651.1350 fax</i> |
| <i>Mt. Vernon</i> | <i>2929 Broadway, Suite 7B, Mt. Vernon, IL 62864</i> | <i>618.244.2424</i> | <i>618.244.2433 fax</i> |
| <i>Peoria</i> | <i>100 S. W. Water St., Peoria, IL 61602</i> | <i>309.495.5959</i> | <i>309.676.7534 fax</i> |
| <i>Springfield</i> | <i>620 E. Adams St., Third Floor, Springfield, IL 62701</i> | <i>217.782.5792</i> | <i>217.782.3989 fax</i> |

www.il-fa.com

TTY: 1.800.526.0844 | VOICE : 1.800.526.0857

GENERAL INFORMATION

The accompanying forms are for your use to apply for an IFA Agricultural Loan Participation. Please review the forms carefully before filling them out. Your IFA Ag Funding Manager, and the IFA Ag Program Administrator located at our Mt. Vernon office, are available to help walk you through the Program and answer any questions you might have.

The information requested in this application will be used to evaluate the project for IFA financing and is similar to that required by most lending agencies. The application material will be thoroughly reviewed by Authority staff members, credit review committee and outside counsel, as well as the Ag Committee of the Board. Upon recommendation of the Authority's staff, the final decision to approve the project will be made by IFA's Board of Directors at a regularly scheduled board meeting. If additional space is required for completion of the information requested, or if the applicant desires to submit additional data, supplemental attachments should be prepared. Do not condense the information furnished at the expense of a clear understanding of the project by staff members of IFA.

We are prepared to give swift action to those applications that are complete and accurate. Our Board of Directors meets monthly -- meeting dates for each fiscal year are published on our web site www.il-fa.com. The applicant will be notified when their application will be considered. Notification will include date, time and place of the meeting. While not required, applicants are welcome to attend the meeting in the event there are board questions that are not addressed in the staff summary.

IFA will provide a complete summary of our fee schedule during the initial interview. Be certain that the required initial application fee accompanies the application when it is submitted to our office.

APPLICANT REQUIREMENTS

- 1) Loan Application
- 2) Economic Disclosure Statement (Form F-1) – This form must be completed and signed by all applicants.
- 3) Comparative Balance Sheet for the Previous Three Years (Form F-2) – If the applicant is an existing business, please complete Form F-2 and submit with application.
- 4) Comparative Profit & Loss Statement for the Previous Three Years (Form F-3) – If the applicant is an existing business, please complete Form F-3 and submit with completed application.
 - Please Note – Forms F-2 and F-3 are for summary purposes only. Please include complete financial statements for the three previous years of operation.
- 5) Three years Projection of Sales and Earnings (Form F-4) – This report should be submitted for both new and existing businesses. These projections should illustrate the cash requirements of the company and demonstrate the applicant's ability to service all debt principal repayments from net income after taxes (plus all items not affecting cash; i.e., depreciation, etc.).
- 6) Statement of Personal History (Form F-5) – Form must be submitted for each principal owner, partner, or if applicant is a corporation, each key officer or employee.
- 7) Personal Financial Statement (Form F-6) – Please submit a signed Personal Financial Statement for each guarantor of the loan. The statements should not be more than 90 days old when submitted.



- 8) Pro Forma Balance Sheet (Form F-7) – This form should reflect the position of the company when all financing described in the application are completed. The form should be completed for both existing business and start-up operations.
- 9) Letters of Commitment or Interest from Participating Lending Institutions – If a firm commitment from a participating financial institution has been received, please include a copy with the completed application. If a commitment has not been received, please include a letter of interest from the participating financial institution, indicating that the request for financing is being considered.
- 10) Appraisal – If the proceeds from the direct loan are to be used to purchase an existing facility, an appraisal must be submitted indicating the present value of land and improvements.
- 11) Construction of New Facility – If the proceeds from the loan are to be used to construct a new facility, an “as if completed” appraisal must be submitted incorporating plans and specifications.
- 12) Renovation – If funds are to be utilized for renovation of an existing facility, signed proposal or cost estimates from contractor should be submitted with the completed application, along with an “as if completed” appraisal.
- 13) Required Non Refundable Application Fee in the amount of \$200.00.

If the Board of Directors approves the application, a letter of commitment will be issued. The letter of commitment is normally valid for a period of six months. The commitment may be extended by administrative action, if the project is still viable at the end of the six-month period. If an extension is requested, the applicant and/or guarantors may be required to submit current financial information.

If approved by our Board of Directors, we will be in a position to close the loan and disburse the funds once all the contingencies contained in the approving resolution have been complied with.

THIS STATE AUTHORITY IS REQUESTING DISCLOSURE OF INFORMATION THAT IS NECESSARY TO ACCOMPLISH THE STATUTORY PURPOSE AS OUTLINED UNDER ILLINOIS COMPILED STATUTES (20 ILCS 3501/). DISCLOSURE OF THIS INFORMATION IS VOLUNTARY. HOWEVER, FAILURE TO COMPLY MAY RESULT IN THIS FORM NOT BEING PROCESSED.

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