

## West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner

Amie Minor-Richard, Deputy Commissioner



Thank you for your interest in the West Virginia Rural Rehabilitation Loan Fund (WVRRLF). This is a low-interest loan program designed to assist emerging agribusinesses, and to help existing agribusinesses, farm operations, livestock operations, or any other ag-related endeavors approved by the Commissioner with expansion plans. We have enclosed a loan application as you requested and are providing additional information that may be helpful to you in completing this process.

Your first step is to complete the loan application. You will also need to provide us with the following:

1. A cover letter detailing your request and proposed use of the loan proceeds. Please note that loan proceeds may not be used to pay off existing debts, or for residential purposes.
2. In the cover letter, please describe the collateral you wish to use as security for the loan and its estimated value.
3. Please give the name, address, and social security number of anyone who will be listed as a co-applicant on the loan with you.
4. Include a Business Plan/Operating Plan for your proposed business or business expansion. Depending on the type of business, a marketing plan may also be requested.
5. If loan proceeds are being used to purchase equipment, please provide a list of the equipment to be purchased, along with estimated values of each. Serial numbers and descriptions of the equipment will need to be submitted to the West Virginia Department of Agriculture after the equipment is purchased for filing of UCC's if this will be part of the collateral.
6. If this is for a business expansion, please provide complete financial statements including a cash flow report for the previous year of operation, and fully detail your expansion plans.

If the loan is being used to purchase real estate, the loan will be secured by a first Deed of Trust on the property by the WVRRLF. An appraisal by a certified appraiser will be required, as well as a survey and title search of the deed. Please note that depending on the amount of the loan, real estate may be required as collateral even if real estate is not being purchased with loan funds.

Once this information is received in my office, the WVRRLF committee will review the material and make a recommendation to the Commissioner (Trustee). Once we receive the Commissioner's (Trustee) decision, you will be notified. If the loan request

is approved, you will be advised of any additional documentation that may be needed, and you will be given the terms for the loan. You will also be notified if the loan request is denied and be given the reason for this decision. The processing time for loans varies and can take several months, depending on the attorney's work schedule and how accurate the information received is.

If you have further questions regarding the program, please contact my office at (304) 558-2221. We look forward to assisting with your business plans.

Sincerely,

A handwritten signature in blue ink that reads "Susan A. Baxter". The signature is written in a cursive, flowing style.

Susan A. Baxter  
Loan Program Coordinator

# West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner  
Joseph L. Hatton, Deputy Commissioner



## West Virginia Rural Rehabilitation Loan Fund (WVRRLF) APPLICATION

Name of Applicant: \_\_\_\_\_ Social Security Number (SSN): \_\_\_\_\_

Name of Co-Applicant: \_\_\_\_\_ SSN of Co-Applicant: \_\_\_\_\_

Business Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ Requested Repayment Terms

(not to exceed 20 years): \_\_\_\_\_ Years

Business address (if different): \_\_\_\_\_

Amount of request: \_\_\_\_\_ Requested Payment Schedule:

Monthly, Quarterly

Proposed use of funds: \_\_\_\_\_ Other \_\_\_\_\_ (Circle One)

Brief description of project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Brief description of collateral to be used as security for loan: \_\_\_\_\_

\_\_\_\_\_

I hereby make application for a loan from the WVRRLF and authorize the West Virginia Department of Agriculture access to the information contained in this application up to and including credit reports and business references.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant (if applicable)

\_\_\_\_\_  
Date

**Return to:** W.Va. Rural Rehabilitation Loan Fund, W.Va. Department of Agriculture, 1900  
Kanawha Boulevard, E., Charleston, WV 25305-0170.

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, handicap or age (provided the applicant has the capacity to enter into a binding contract), because all or part of the applicant's income derives from any public assistance program or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal Agency that administers compliance with this law concerning this creditor is the Federal Trade Commission, Equal Credit Opportunity, Washington, D.C. 20580.

# **West Virginia Department of Agriculture West Virginia Rural Rehabilitation Loan Fund**

## **POLICY STATEMENT**

It is the purpose of the West Virginia Rural Rehabilitation Loan Fund (WVRRLF) to consider applications for loans for agricultural or related purposes. "Agricultural or related purposes" means to use for starting, purchasing, or expanding a farm operation; to assist farmers who have suffered financial setbacks from natural disasters, or who need additional resources with which to redirect or maintain profitable farming operations; or for any other agricultural purpose determined important by the Commissioner.

Loans may be considered for individuals, partnerships or corporations. All loans shall be secured by sufficient collateral. Loans to individuals may be secured by collateral as approved by WVRRLF Committee and/or personal guarantees. Loans to partnerships must be personally guaranteed by each partner. Should one partner become unable to meet his/her obligations, the remaining partner(s) shall become wholly responsible for full payment of the loan. Loans to corporations shall be secured by the personal guarantee of each member of the Board of Directors making each fully responsible for the loan. Additionally, loans may require letters of credit, credit insurance, or other collateral as approved by WVRRLF Committee.

Loan applicants will be responsible for paying any fees associated with processing the loan, such as, but not limited to, recording fees, title reports, surveys, appraisals and credit checks.

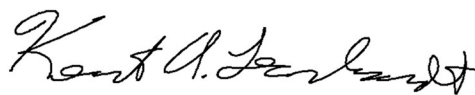
Loans may be made for real estate, livestock, machinery, equipment, supplies or materials necessary for the business, and special purpose structures required for the production or processing of agricultural commodities and products, or for the development of cottage industries.

The maximum amount which can be loaned to any one borrower (individual/corporation/partnership) is \$250,000, except in extraordinary agricultural development opportunities. The Commissioner must rule on the merits of such requests. Interest rates are set using the Wall Street Journal prime rate as a guide. Interest rates shall be fixed for the term of the loan. Loans should be of no more than 20 years in duration.

Those interested in participating in the WVRRLF will make application on the prescribed form stating the amount of the loan requested, its purpose, desired term of the loan and desired repayment schedule (i.e monthly, quarterly, etc.). A letter of application explaining the project in detail must be accompanied by the prospective borrower's current financial statement, business plan, and marketing plan if applicable. The financial statement may be submitted on forms provided by the joint lending agency or borrower's principal bank. At least one banking reference must be included. The applicant gives authorization to the WVRRLF to review credit history and access information contained in the application by signing the application.

Applications will be reviewed by the WVRRLF Committee. Committee members are appointed by the Commissioner of Agriculture and shall have no direct interest, nor shall any member of their immediate family have any direct interest, in the proposed enterprise. The Committee shall forward to the Commissioner applications it recommends for approval.

This policy is effective from the date signed by the West Virginia Commissioner of Agriculture and will remain in effect until further notice.



**Kent A. Leonhardt, Agriculture Commissioner and  
Trustee of the West Virginia Rural Rehabilitation Loan Fund**

**11/13/18  
Date**

Disclaimer: Trustee has the right to change the terms or conditions of this policy at his discretion.

## WVDA — West Virginia Rural Rehabilitation Loan Fund

1. Have you conducted business under another name, farm name or business name during the last ten (10) years? If so, please indicate names and status of each.

2. Applicant over the age of 21? ☐ Yes ☐ No Co-Applicant over the age of 21? ☐ Yes ☐ No

3. Citizenship – Are you and the co-applicant citizens of the United States? ..... ☐ Yes ☐ No

4. Receivership Bankruptcy – Has the applicant, co-applicant, or any member of the applicant entity ever been in receivership, been discharged in bankruptcy, or filed a petition for reorganization in bankruptcy? ..... ☐ Yes ☐ No  
If “yes” give names, dates and details. Attach additional sheets if necessary.

- a. Have you, the co-applicant, or any member of the applicant entity previously obtained a loan or guarantee from WVRRLF? ..... ☐ Yes ☐ No  
b. If “yes”, was the loan paid in full? ..... ☐ Yes ☐ No  
c. If “no”, please give explanation and loan status.  
d. Have you, co-applicant or any member of the applicant entity ever been turned down for a loan from the WVRRLF? If yes, list reasons given.

- e. Are you, the co-applicant, or any member of the applicant entity delinquent on any state or federal debt? ..... ☐ Yes ☐ No  
f. Have you, the co-applicant, or any member of the applicant entity received forgiveness from any government sponsored loan program? ..... ☐ Yes ☐ No

5. Management - (Corporations, Cooperatives, Partnerships and Joint Operators only)  
Enter names, titles, annual compensation, and social security numbers of all owners, partners, key officers, directors, and/or stock holders.

Name (a)	Position or Title (b)	Annual Compensation \$ (c)	% Ownership (d)	Social Security Number (e)

6. The Business or Residence is	Direction	From (Town)	On Road/Route
Miles			
It adjoins the property of			
7. Are you operating a business now? ... <input type="checkbox"/> Yes <input type="checkbox"/> No		7a. Number of years experience in this business?	
8. Do you own the business? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No			
9. If you rent or plan to rent property for the business described on the application, please complete the following: (Attach sheets if necessary.)			
Landlord Name	Address	Acres Rented	Terms and Length of Lease (and monthly/annual payment amount)
Written Lease Yes/No			
10. Name and address of bank with which you have a <input type="checkbox"/> checking or savings account; <input type="checkbox"/> loan account.			
		Applicant(s) Number of Years with Employer	Applicant(s) Income Last Year (if any)
11. Name and address of applicant's employer(s)			
12. Name and address of Co-Applicant's employer(s)			
13. Applicant & co-applicant's total personal cash income and expenses last year: personal Personal Income \$ _____ Personal Expenses \$ _____ Net Personal \$ _____		14. Applicant & co-applicant's total business cash income and expenses last year: Business Income \$ _____ Business Expenses \$ _____ Net Business \$ _____	
15. Loan funds will be used for the following purposes in the following amounts:			
Amount of loan requested \$ _____			
(a) Purchase Real Estate _____	(d) _____	Purchase Livestock _____	
(b) Real Estate Development _____	(e) Purchase Equipment _____ (list items separately)	New? <input type="checkbox"/> Yes <input type="checkbox"/> No	
(c) Construction of Buildings _____	(f) Other _____		
16. List any agricultural training, education and work experience. Be sure to note if it is for the applicant or co-applicant and the number of months or years of each. For work experience include whether it was paid or unpaid and the name of the employer. For education and training include whether a degree or certificate was earned. Attach additional sheets if necessary.			

This information to be used in conjunction with business plan and business and personal financial statements.

17. Financial Information

Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

e-mail address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

The information set forth below is submitted for the purpose of obtaining credit and/or inducing a lender to make other financial accomodations, all for which the undersigned is/are willing to become fully liable for repayment.

Employment Status

Principal Applicant \_\_\_\_\_

Co- Applicant \_\_\_\_\_

Years in Current Field \_\_\_\_\_  
Employer Name/Address \_\_\_\_\_  
Job Title \_\_\_\_\_  
# of Years in Present Employment \_\_\_\_\_  
Salary (Gross) \_\_\_\_\_

Years in Current Field \_\_\_\_\_  
Employer Name/Address \_\_\_\_\_  
Job Title \_\_\_\_\_  
# of Years in Present Employment \_\_\_\_\_  
Salary (Gross) \_\_\_\_\_

Notice: Alimony, child support or separate maintenance income need not be revealed if the Applicant or Co-Applicant does not choose to have it considered for repaying loan.

Balance Sheet as of Date: \_\_\_\_\_

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

Co-Applicant should complete a separate form (unless assets are held jointly)

Assets

I am the legal owner of the following assets.

1. Cash
2. Accounts Receivable
3. Personal Checking Account
4. Stocks and Bonds - Personal
5. Other Account Assets
6.
7.
8. CURRENT ASSETS (lines 1 through 7) \$
9. Autos
10. Trucks
11. Machinery & Equipment
12. IRA/401K Retirement Accounts
13. Personal Property/Household Goods
14. Stock
15. Farm Land & Acres
16. Residence
17.
18.
19. NON-CURRENT ASSETS (lines 9 through 18) \$
20. TOTAL ASSETS (lines 8+19) \$
21.
22. Contingent Liabilities
23. Do you have any lawsuits pending against you?
24. Have you endorsed or co-signed loans for others?
25. If so, amount:
26. Any other contingent liabilities:
27.

Liabilities

I owe the following debts.

	Purpose of Debt	Date Incur.	Original Amount	Interest Rate	Pmts. Per Year	Periodic Payment	Present Balance
28.	Income Tax (U.S., State)						
29.	Taxes (Real Estate, etc.)						
30.	Acc. Payable						
31.	Credit Cards - Personal						
32.	Notes Payable						
33.							
34.							
35.	Cash Rent						
36.	All Other Current Debts (list)						
37.							
38.							
39.	CURRENT LIABILITIES (28-38)						
40.	NON-CURRENT LIABILITIES (list)						
41.							
42.							
43.							
44.	NON-CURRENT LIABILITIES (40-43)						\$
45. TOTAL LIABILITIES (39+44)							\$
46. NET WORTH (20-45)							\$

Certification:  
By signing this application, I hereby certify the information set forth above to be true and correct, containing no material misrepresentations or omissions, to any credit investigation necessary to act on or verify the foregoing information, and acknowledge that I may be asked to supply additional information.

I am unable to provide the funds for the needed items on my own account. I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief, and are made in good faith to obtain a loan from the WVRRLF, Kent Leonhardt, Commissioner of Agriculture and Trustee. I understand that the approval period will not begin until a complete application has been filed, and all additional information requested by the Committee has been filed.

I understand and acknowledge that the applicant is responsible for all costs associated with preparation of title reports, surveys, appraisals, recordings fees, credit checks and any other miscellaneous fees which may be associated with the loan or its closing.

Signature of Applicant

Date

Signature of Co-Applicant

Date