



City of Sandstone  
 119 – 4th Street, PO Box 641  
 Sandstone, MN 55072  
 (320) 245-5241

**FOR OFFICE USE ONLY**

Received by City  
 Approved by EDA  
 Loan Effective  
 Amount Requested

**Community Business Partnership Revolving Loan Application**

Business Information						
Legal Business Name:				State Tax ID:		
				Federal EIN:		
<input type="checkbox"/> Individual	<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> LLC	<input type="checkbox"/> Other -		
Physical Address:			City	State	Zip	
Mailing Address:			City	State	Zip	
How long has this business been in operation?						
Business Owner(s) Information						
Are you the owner of the building/property where your business is located?					<input type="checkbox"/> Yes	<input type="checkbox"/> No
How long have you owned / operated this business?						
Owner 1 Full Name:			Social Security #:			
Address:			City	State	Zip	
Work Phone:		Home Phone:		Cell Phone:		
Owner 2 Full Name:			Social Security #:			
Address:			City	State	Zip	
Work Phone:		Home Phone:		Cell Phone:		
If there are more than 2 owners please attach an additional sheet.						
Brief Project Description <small>(you may attach a detailed description to your application if needed)</small>				Estimated Cost <small>(attach copies to this application)</small>		
				Quote 1		
				Quote 2		

The foregoing information is submitted in order to obtain loan funds through the City of Sandstone’s Community Business Partnership Revolving Loan Fund and is true and correct. I understand that the loan will be administered through the City of Sandstone and agree to make my payments to the City. I hereby agree to abide by all of the terms and guidelines of which I am familiar.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Sandstone Community Business Partnership Loan Program

### Guidelines

- The Revolving Loan Fund will be made available to existing commercial businesses located in the City of Sandstone.
- Borrower must demonstrate the ability to repay the loan.
- Eligible improvements include:
  - Exterior improvements
  - Correction of code violations/code updates
  - Roof repairs
  - Building renovations and/or expansion
  - Energy efficiency upgrades
  - Purchase of Capital Equipment
- No owner match is required.
- Funds must be spent utilizing local contractors (Pine County) – exception will be made for Capital equipment purchases which will require the use of local contractors whenever possible.
- Borrower is required to turn in receipts showing that funds are being used as designated.
- A Building Permit must be obtained if applicable.
- Projects must adhere to the City of Sandstone Zoning Ordinance and State Building Code.
- At least 2 quotes for the proposed work must be provided along with the loan application.
- Borrower(s) must attach a copy of current driver's license(s).
- To participate in this program, all accounts owing to the City of Sandstone must be current (taxes, special assessments, utilities, other loan programs).

### Awarding of Loans

- The EDA will review all loan applications for eligibility.
- Loans are awarded on a first-come, first served basis. First-come meaning – all required documentation has been submitted and approved.
- Funds will be released half upon approval by the EDA, and the final half when receipts are turned in.

### Loan Terms

- Loans will be granted at the current Prime interest rate.
- The maximum term will be up to 5 years.
- The maximum loan amount will be up to \$20,000 per business.
- Loan payments are required to be set up on monthly direct deposit into the City's account.
- Repayment shall start within 60 days from the date the loan was awarded/approved and will be based on the original estimate, then adjusted upon completion of the project.
- A Promissory Note and Personal Guaranty are required as security for the loan.
- In the case of nonpayment the loan will be turned over to the City Attorney and/or the State of Minnesota Revenue Recapture for collection.

### Checklist

- |  |   |
|--|---|
| <input type="checkbox"/> Completed and signed application        | <input type="checkbox"/> 2 Quotes for work to be done         |
| <input type="checkbox"/> Copy of borrower(s) Driver's License(s) | <input type="checkbox"/> Direct Deposit Forms (upon approval) |
| <input type="checkbox"/> Detailed project description if needed  | <input type="checkbox"/> Proof of ability to repay the loan   |