

EMERGENCY LOAN CHECKLIST

General Application Requirements

- Please use the checklist below to gather the information you will need to submit a complete application.
- The application must be initialed, signed and dated by the applicant. An unsigned application will be considered an incomplete application.
- If applicable, you are encouraged to apply for an FSA Loan in the same manner you applied for any Farm Program Benefits

If you need assistance completing any part of this form or the process, please reach out to your local FSA Office.

<input type="checkbox"/>	<p>Download the FSA-2001 “Request for Direct Loan Assistance”.</p> <p>Any additional information deemed necessary to efficiently evaluate the application may be required.</p> <ul style="list-style-type: none">• When requesting a loan in excess of \$300,000, 2 written declinations of credit are required:<ul style="list-style-type: none">○ 1 of these lenders must be the applicant’s normal lender○ Both lenders must typically make farm loans• When requesting a loan of \$300,000 or less, 1 written declination of credit is required.<ul style="list-style-type: none">○ The applicant’s normal lender is contacted unless the lender has already denied a request to continue with the applicant, extend additional credit with or without a guarantee, or both○ The applicant may contact another lender that makes agricultural loans• When the applicant is an entity, all individual members must meet the requirements. <p>Note: Must submit an application to be received by the Agency no later than eight months after the date the disaster is declared or designated in the county of the applicant’s operation.</p>
<input type="checkbox"/>	<p>Proof of Insurance</p>
<input type="checkbox"/>	<p>Individual Applicant:</p> <ul style="list-style-type: none">• A married person should apply as an individual when they are the operator of the farm, and the spouse has minimal involvement in the farm operation.• Particularly the day-to-day management and operations. Spouses are not required to sign except when required by your State Law.
<input type="checkbox"/>	<p>Entity Information:</p> <ul style="list-style-type: none">• Current financial statement from each member of the entity and the entity itself• Copy of the Charter or Entity Agreement, and Articles of Incorporation and Bylaws• Secretary Of State – Certificate or evidence of current registration (In Good Standing)• Entity Resolution Document - (If entity documents require more than 1 member to apply, then all identified members, including members in embedded entities, must sign FSA-

	<p>2001.</p> <ul style="list-style-type: none"> AD-3030: "Representation Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants" (Not applicable for LLC's or Trusts) <p>Note: FSA may require written evidence to support the applicant's inability to obtain credit elsewhere.</p>
<input type="checkbox"/>	<p>Married Couples:</p> <p>FSA may request any of the items listed below from married couples applying as a joint operation to verify eligibility and security requirements:</p> <ul style="list-style-type: none"> CCC-502 or CCC-902 whichever is applicable Jointly filed tax return Marriage license Prenuptial Agreement Any similar documentation <p>Note: Ordinarily individual financial statements are not required from a married couple applying as a joint operation. However, in states without community property laws and in some other states, individual financial statements may be necessary to obtain a complete picture of the financial situation.</p>
<input type="checkbox"/>	<p>A written description of the Applicant's Farm Training & Experience</p> <p>Note: This includes all applicants and each entity member who will be involved in managing or operating the farm. This is a requirement for new applicants and existing customers when significant changes to an existing customer's operation have occurred.</p>
<input type="checkbox"/>	<p>Three Year Farm Financial Records</p> <ul style="list-style-type: none"> Last 3 years of farm financial records, including tax returns, unless the applicant has been farming less than 3- years. Existing borrowers do not need to resubmit historical financial information already on file. Additional financial records, such as balance sheets, may be requested if necessary for the last 3 years.
<input type="checkbox"/>	<p>Three-Year Production Records</p> <ul style="list-style-type: none"> Last 3 years of farm production records, unless the applicant has been farming less than 3 years. Existing borrowers do not need to resubmit historical financial information already on file. An additional 2 years of farm production records may be requested due to extenuating circumstances, such as natural disasters or adverse economic conditions.

<input type="checkbox"/>	<p>AD-1026 Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification.</p> <p>Note: An applicant must have an AD-1026 on file for all real estate owned and rented. This is not required for a subsequent loan if no changes to the farming operation have occurred.</p>
<input type="checkbox"/>	<p>Verification of Non-Farm Income</p> <ul style="list-style-type: none"> • If you are using non-farm income to exhibit repayment ability, submit any of the following: <ul style="list-style-type: none"> ○ Two (2) most recent earning statements ○ Tax forms 1099 or W-2 ○ Bank statements verifying income • If self-employed, income may be verified by 3 years of tax returns
<input type="checkbox"/>	<p>Current Financial Statement and the Operations Farm Operating Plan (Within 90 Days)</p> <p>Include a projected cash flow budget reflecting the production, income, expenses, and loan repayment plan.</p>
<input type="checkbox"/>	<p>Legal description of Property</p> <p>A legal description of the farm property owned or to be acquired and, if applicable, any leases, contracts, options, and other agreements with regard to the property.</p> <ul style="list-style-type: none"> • An application will not typically be considered complete without a full legal description for property to be purchased or used as primary security for a loan. • Partial or abbreviated descriptions are not typically adequate for these circumstances.
<input type="checkbox"/>	<p>Credit Report Fee</p> <ul style="list-style-type: none"> • This fee is non-refundable and payable to Farm Service Agency (FSA). • Please check with your local FSA office for the amount needed.
<input type="checkbox"/>	<p>Verification of All Debts</p> <ul style="list-style-type: none"> • Applicants must verify the status of all debts over \$5,000. • The verification must confirm the balance of the debt, the applicant's payment history on the debt including any delinquency and the payment schedule including the amount and date of the next scheduled installment.
<input type="checkbox"/>	<p>Certification of Disaster Losses (A Statement of Loss and Damage)</p> <p>Note: For production loss loans, must have a disaster yield that is at least 30 percent below the normal production yield of the crop. (This is a per crop calculation, and you may have multiple qualifying losses.)</p>

<input type="checkbox"/>	<p>CCC-9021 Farm Operating Plan for an Individual</p> <p>Note: If your farm is not established in FSA Records, you will need to contact the local FSA Office.</p>
<input type="checkbox"/>	<p>CCC-902E Farm Operating Plan for an Entity</p> <p>Note: if your farm is not established in FSA Records, you will need to contact the local FSA Office.</p>
<input type="checkbox"/>	<p>Additional Information Deemed Necessary may include the following:</p> <ul style="list-style-type: none"> • Divorce or Separation Decree • Child Support or Alimony Payments • 2 additional years of farm production or financial records (in extenuating circumstances) • Payment to complete required State and County Lien Searches (If the State or Counties charge a fee)