

MICROLOAN CHECKLIST – OPERATING LOANS

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"/>	Download the FSA-2001 “Request for Direct Loan Assistance” Note: For ML purposes, FSA has determined that an operation with gross sales of agricultural products of at least \$1,000 annually will be recognized as a farm.
<input type="checkbox"/>	Individual Applicant: <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"/>	Entity Information: <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-2001.• AD-3030: “Representation Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants” (Not applicable for LLC’s or Trusts) Note: FSA may require written evidence to support the applicant’s inability to obtain credit elsewhere.

<input type="checkbox"/>	<p>Married Couples: 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> <ul style="list-style-type: none"> • 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.
<input type="checkbox"/>	<p>Financial and Production Records for the most recent production cycle if available and practicable to project the cash flow of the operating cycle.</p>
<input type="checkbox"/>	<p>Current Financial Statement and the Operations Farm Operating Plan</p> <p>Include a projected cash flow budget reflecting the production, income, expenses, and loan repayment plan.</p>
<input type="checkbox"/>	<p>The applicant's total outstanding principal agency OL debt, at the time of loan closing, will be \$50,000 or less.</p> <p>The loan limits allow a borrower to receive up to \$50,000 in Operating Loan (OL) Microloan funds and \$50,000 in Farm Ownership (FO) Microloan funds, for a total of \$100,000.</p> <p>However, in no case will the loans exceed the individual loan type amount even if done in combination.</p> <p>D-OL: Microloan must be less than or equal to 50,000. D-FO: Microloan must be less than or equal to \$50,000.</p>
<input type="checkbox"/>	<p>Credit Report Fee</p> <p>This fee is non-refundable and payable to Farm Service Agency (FSA). Please check with your local FSA office for the amount needed.</p>

<input type="checkbox"/>	<p>Verification of Non-Farm Income</p> <p>If you are using non-farm income to exhibit repayment ability, submit any of the following:</p> <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
<p>Environmental and Property Information</p>	
<input type="checkbox"/>	<p>AD-1026 Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification.</p> <ul style="list-style-type: none"> • 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>Any additional information deemed necessary by the Agency to effectively evaluate the application may be required.</p> <p>Note: FSA may require written evidence to support the applicant's inability to obtain credit elsewhere.</p>	

MICROLOAN CHECKLIST – FARM OWNERSHIP LOANS

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 Benefit.

If you need assistance in 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>Note: For ML purposes, FSA has determined that an operation with gross sales of agricultural products of at least \$1,000 annually will be recognized as a farm.</p>
<input type="checkbox"/>	<p><i>Individual Applicant</i></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><i>Entity Information:</i></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-2001.• 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>This includes all applicants and each entity member who will be involved in managing or operating the farm.</p> <p>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>Financial and Production records for the most recent production cycle if available and practicable to project the cash flow of the operating cycle.</p>
<input type="checkbox"/>	<p>Current Financial Statement and the Operations Farm Operating Plan</p> <p>Include a projected cash flow budget reflecting the production, income, expenses, and loan repayment plan.</p>
<input type="checkbox"/>	<p>The applicant's total outstanding principal agency Farm Ownership debt, at the time of loan closing, will be \$50,000 or less.</p> <p>The loan limits allow a borrower to receive up to \$50,000 in Operating Loan (OL) Microloan funds and \$50,000 in Farm Ownership (FO) Microloan funds, for a total of \$100,000.</p> <p>However, in no case will the loans exceed the individual loan type amount even if done in combination.</p> <p>D-OL: ML must be less than or equal to \$50,000. D-FO: ML must be less than or equal to \$50,000.</p>
<input type="checkbox"/>	<p>Credit Report Fee</p> <p>Note: This fee is non-refundable and payable to Farm Service Agency (FSA). Please check with your local FSA office for the amount needed.</p>

<input type="checkbox"/>	<p>Verification of Non-Farm Income</p> <p>If you are using non-farm income to exhibit repayment ability, submit any of the following:</p> <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>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.
<p>Environmental and Property Information</p>	
<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>
<p>Any additional information deemed necessary by the agency to effectively evaluate the application may be required.</p> <p>Note: FSA may require written evidence to support the applicant's ability to obtain credit elsewhere.</p>	