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*Development Chenango Loan Application Procedures*

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**A. The individual that reviews the loan application will ensure that it meets the Agricultural Revolving Loan Fund eligibility requirements outlined below.**

**ARLF**

- The Agricultural Business is located within Chenango County
  - The project meets the definition of an Agricultural Producer or Agricultural Commodity as defined by the USDA Rural Development (check one below)
    - Agricultural Producer
    - Agricultural Commodity
  - The purpose of the loan request aligns with the Use of Funds criteria outlined in the Program Features and Eligibility section of the description.
    - Purpose \_\_\_\_\_
  - The project or business results in the creation and or retention of jobs or creates a significant impact on the County's economic environment. (One job per \$10K requested, a 10-20% increase in production, or significant economic impact)
    - Describe \_\_\_\_\_  
\_\_\_\_\_
  - The loan amount does not exceed \$50,000.
  - Does the loan applicant have any other loans outstanding with the Development Chenango Corporation?
    - No, \_\_\_\_\_
    - Yes, amount \_\_\_\_\_ but the combined balances (including this loan request) does not exceed \$50,000.
      - Payment History describe: \_\_\_\_\_  
\_\_\_\_\_
    - Not currently, however the applicant did have a previous loan with the Development Chenango Corporation
      - Payment History \_\_\_\_\_
  - The loan request results in the creation of 1 job per \$10K requested or has another significant impact.
    - Describe \_\_\_\_\_  
\_\_\_\_\_
  - Is the borrower pledging collateral to secure the loan request?
    - Yes, describe collateral \_\_\_\_\_  
\_\_\_\_\_
    - No
- B. Supply the loan applicant with the new or existing loan application and the checklist of documents to include with the submission.**
- C. Upon receipt of the completed loan application package, review to ensure that it is complete and signed. If incomplete send a letter to the applicant requesting the missing documentation.**
- D. Date the application, research and date on the application, document WSJ prime on the day the completed application was received.**