



**RURAL FINANCE AUTHORITY**  
**LOAN PARTICIPATION PROGRAMS SUBMISSION CHECKLIST**

Applicant/s: \_\_\_\_\_

Please submit checklist along with information indicated below:

Please email application and information to: [RFA.Loans@state.mn.us](mailto:RFA.Loans@state.mn.us)

IF file too large - please notify Senior Loan Officer for File transfer - Global Scape

Check Each

- |   |  |
|---|--|
| <p>1. \$50.00 APPLICATION FEE <a href="#">Please mail to: Minnesota Department of AG</a><br/> <a href="#">Attn: RFA, 625 Robert St. N, St. Paul, MN 55155</a></p>   | <p>_____</p>                           |
| <p>2. RFA APPLICATION FOR PARTICIPATION<br/>         (will be returned for signing at closing) <a href="#">Please sign Part 5 @ application</a></p>   | <p>_____</p>                           |
| <p>3. COPY OF LENDER'S LOAN NARRATIVE/PROPOSAL - <a href="#">Copy of Credit Presentation</a></p>  | <p>_____</p>                           |
| <p>4. LENDER'S RISK RATING ANALYSIS, copy of</p>  | <p>_____</p>                           |
| <p>5. FINANCIAL STATEMENTS:<br/>             Borrower's balance sheet (qualified) <a href="#">Signed - Dated within 120 days from closing</a><br/>             Cash flow statements <a href="#">To include Post close BS with 1 full year projection</a><br/>             Tax returns (2 or 3 years) include Schedule F</p> | <p>_____</p> <p>_____</p> <p>_____</p> |
| <p>6. APPRAISAL (If possible include comps, legal, plat drawing and pictures.)</p>  | <p>_____</p>                           |
| <p>7. RFA LOAN AGREEMENT - rough draft<br/>         (will be returned for signing at closing)</p>   | <p>_____</p>                           |
| <p>8. SELLER ASSISTED LOAN COMMITMENT FORM<br/>         (if applicable)</p>   | <p>_____</p>                           |

(Over – for additional information)

Additional information should be submitted as necessary on an individual basis (i.e. verification of employment; credit report).

Note: The RFA "Loan Agreement and Note" will be used as the original note. The lender may attach their note to this form as an attachment if they wish to use some specific language (i.e. a variable interest rate). The attachment will be for the lender's portion of the participation only.

In accordance with the Americans with Disabilities Act, this information is available in alternative forms of communication upon request by calling 651-201-6000. TTY users can call the Minnesota Relay Service at 711. The MDA is an equal opportunity employer and provider.