STATE OF CALIFORNIA
Recycling Market Development Zone Loan Program
Loan Application Checklist
CalRecycle 854-RMDZ (Rev. 4/18)

DEPARTMENT OF RESOURCES RECYCLING
AND RECOVERY
(CalRecycle)

Recycling Market Development Zone Loan Program Loan Application Checklist

Instructions: Attach this Loan Application Checklist to your completed application. Indicate whether or not the listed documents are attached or not applicable (N/A) in the columns below. For documents not provided at time of application, explain why and the date the document(s) will be provided or are not applicable in a cover letter with your loan application.

Attached	N/A	Description
		RMDZ Loan Application (CalRecycle 838-RMDZ)
		\$300 Application Fee
		Original Loan Application submitted and signed using blue ink
		Loan Application Checklist (CalRecycle 854)
		Project Narrative Proposal (CalRecycle 826-RMDZ)
		Exhibit 1: Feedstock Certification
		Feedstock Certification (CalRecycle 859)
		Feedstock supporting documentation
		Exhibit 2: Net Tons of Diverted Materials from Landfills Net
		Tons of Diverted Materials from Landfills (CalRecycle 834)
		Net Tons of Diverted Materials worksheet
		Exhibit 3: Material Flow Chart
		Material Flow Chart (CalRecycle 857)
		Exhibit 4: Project Readiness and Permits
		Project Readiness, Permits, and CEQA (CalRecycle 829)
		General Checklist of Permits, Licenses, and Filings (CalRecycle)
		825)
		Copies of permits
		Exhibit 5a: Budget – Sources and Uses of Loan Funds
		Budget Sources and Uses of Funds (CalRecycle 824)
		Exhibit 5b: Loan Collateral
		Budget Collateral Description and Valuation (CalRecycle 836)
		Exhibit 6: Resumes
		Resumes for business owners and operators
		Exhibit 7: Zone Administrator Certification
		RMDZ Zone Administrator Certification (CalRecycle 879-RMDZ)

	Financial Narrative - Business (CalRecycle 853)
	 Exhibit 8: Business Documents Business Credit Check (CalRecycle 837) California Secretary of State: Corporations and Limited Liability Companies must provide a printout of the business entity detail page for your business name using the California Secretary of State (http://www.sos.ca.gov/) web page Non-profits must also use the exempt organizations search check (http://apps.irs.gov/app/eos/) found on the Internal Revenue Service (IRS) website
	 Real Estate Project Site Lease Agreement, if property leased, OR
	Grant Deed, if property is owned by the Applicant. • Title Report (Optional) <u>Business Formation Documents</u> - Provide the full document and all amendments.
	Corporation (C or S type) • Filed Articles of Incorporation and amendments • Bylaws and amendments • List of officers authorized to sign loan documents (President, Secretary, etc.)
	Limited Partnership
	 Filed Certificate of Limited Partnership (Form LP-1) Limited Partnership Agreement Limited Liability Company Filed Articles of Organization and amendments Operating Agreement and amendments List of Members/Managers authorized to sign loan
	documents Limited Liability Partnership Filed Limited Liability Partnership Registration (Form LLP-1)
	Limited Liability Partnership Agreement General Partnership Deutnership Agreement
	Partnership Agreement Fictitious Trade Name Filing
	Exhibit 9: Applicant Historical Financial Statements Historical financial statements for the past three fiscal years including: Balance sheet Income and expense statement Statement of cash flows
	Reconciliation of Net Worth and Retained Earnings

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	Exhibit 10: Applicant Current Interim Financial Statement
	Current Interim Financial Statement (year to date), including:
	Balance Sheet
	Income and Expense statement
	Statement of Cash Flow
	Reconciliation of Net Worth and Retained Earnings
	Accounts Receivable listing and aging
	Accounts Payable listing and aging
	Inventory listing and aging
	 Present Debt Obligations (CalRecycle 840) with copies of
	Promissory Notes, Loan Agreements, and, for debts secured by
	business assets, Security Agreements. Include lines of credit,
	leases for equipment and machinery, and debt to related
	entities, owners, and investors.
	Exhibit 11: Applicant Federal Income Tax Returns
	 Federal income tax returns for the past three fiscal years, including all schedules and notes. Provide extension, if
	applicable.
	Exhibit 12: Applicant Projected Financial Statements
	Projected monthly financial statements, for year to date and the
	next three fiscal years, prepared on a monthly basis, including:
	Balance sheet
	Income and Statement, include a line item for the proposed
	CalRecycle loan principal, interest, and equipment property
	taxes.
	Statement of Cash Flow
	Reconciliation of Net Worth and Retained Earnings
	List of assumptions under which the projected financial
	statements were prepared.
	Exhibit 13: Newly Formed Business Applicant
	Pro-forma projected monthly financial statements, for three fiscal
	years and the current interim period, prepared on a monthly basis,
	including:
	Balance sheet
	Income and Statement Chatagories of Cook Flow for the fine allowers
	Statement of Cash Flow for the fiscal years
	Reconciliation of Net Worth and Retained Earnings List of a second translation which the president of the second translation.
	List of assumptions under which the projected financial
	statements were prepared.

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Attached	N/A	Description
		Exhibit 14: Business Guarantor Financial Statements Historical financial statements for the past three fiscal years and current interim period including: Balance sheet Income and expense statement
		 Statement of cash flows Reconciliation of Net Worth and Retained Earnings Federal income tax returns for the past three fiscal years, including all schedules and notes. Provide extension, if applicable.
		 Exhibit 15: Personal Guarantor(s) Financial Statements (For each personal guarantor) Personal Financial Statement (CalRecycle 822) or similar form,
		 prepared within the last 90 days. Present Debt Obligations (CalRecycle 840), listing all personal debt. (Consider what might show on your current credit report)
		 Guarantor Personal Credit Check Authorization (CalRecycle 821) Trust Agreement, if any personal assets and/or income are
		titled in the name of a trust. • Prenuptial Agreement, if applicable.