

North Central Economic Development Association, Inc.
LOAN SERVICING REQUEST
(Please allow a minimum of 10-20 working days for processing)

Date _____
Business Name _____
Address _____
City/State/Zip _____
Email address _____
Phone _____
Contact person _____

NATURE OF REQUEST:

_____ Release /Exchange of Collateral
Circle which: Real Estate Equipment Other
Describe _____

_____ Change in payment plan due to issues OTHER than financial hardship

_____ Change in payment plan due TO financial hardship

_____ Subordination to _____
Describe _____

_____ Extension or change in loan terms
Describe _____

_____ Other
Describe _____

Reason for request:

IN ORDER TO HAVE YOUR REQUEST CONSIDERED, YOU MUST ATTCH THE FOLLOWING:

1. Current (last 60 days) Profit & Loss and Balance Sheet
2. Balance sheet and P & L for most recent year-end and YTD
3. Personal financial statements of owners and guarantors
4. Most recent tax returns of business and owner(s) and guarantors
5. A letter from your bank (if applicable)
6. Property valuation or appraisal (if applicable)
7. Current number of employees
8. A fee of \$100 for processing in all situations except financial hardship

Please note: You are also responsible for all legal/filing costs incurred in carrying out this request. NCEDA will bill you directly.

Signature: _____