

Before preparing a loan application, CalRecycle recommends you contact its RMDZ loan staff to informally discuss your project and determine basic program eligibility. Submit an initial application by providing applicable documents from the INITIAL APPLICATION, BUSINESS FINANCIAL DATA and PERSONAL FINANCIAL DATA sections below. If CalRecycle then determines your project is eligible, it will ask you to provide applicable documents from the SUBSEQUENT APPLICATION, PERMITS and BUSINESS LEGAL DOCUMENTS sections below. E-mail RMDZ questions to [loans@CalRecycle.ca.gov](mailto:loans@CalRecycle.ca.gov).

Attached	<b>INITIAL APPLICATION</b>
	RMDZ Loan Application Checklist, CalRecycle 721 (Microsoft Word)
	\$300.00 Application Fee
	RMDZ Loan Application, CalRecycle 722 (Microsoft Word)
	<b>Exhibit A</b> – Project & Business Narrative, CalRecycle 722 (Microsoft Word)
	Business Plan
	<b>Exhibit B</b> – Projected Sources and Uses of Funds, CalRecycle 723 (Microsoft Excel)
	<b>Exhibit C</b> – Loan Fund Disbursements, CalRecycle 723 (Microsoft Excel)
	<b>Exhibit D</b> – Collateral Offered, CalRecycle 723 (Microsoft Excel)
	<b>BUSINESS FINANCIAL INFORMATION</b>
	Current Interim Business Financial Statement
	<b>Exhibit E</b> – Present Debt Obligations (Business), CalRecycle 723 (Microsoft Excel)
	Current Business Accounts Receivable Listing and Aging
	Current Business Accounts Payable Listing and Aging
	Current Business Inventory Listing and Aging
	Business fiscal year-end financial statements for the last three years
	If applicant's business is partially or wholly owned by another business, related business' last three years and current interim financial statements
	Last three years of business Federal income tax returns. If current year is on extension, provide copy of filed extension request
	Business projected balance sheets and income & expense statements for next three years, reconciled from current interim financial statement
	List of assumptions under which the business financial projections were prepared
	If business is a brand new start-up, three years <i>proforma</i> monthly financial statements, including balance sheet and income & expense statements
	<i>Optional</i> - Project Feasibility Study - This may subsequently be required projects.
	<i>Optional</i> – Cash Flow Breakeven Analysis - This may subsequently be required on projects involving new lines of business.
	<b>PERSONAL FINANCIAL INFORMATION</b>
	<b>Exhibit E</b> – Present Debt Obligations (Guarantors), CalRecycle 723 (Microsoft Excel)
	<b>Exhibit F</b> - Personal Financial Statement, CalRecycle 722 (current within last 60 days)
	<b>Exhibit G</b> – Credit Check Authorization Form, CalRecycle 722 (signed by each person owning 20% or more of business and any other person who will be a guarantor)
	<i>Resumes for each owner and guarantor</i>
	Personal Federal income tax returns for last three years. If current year is on extension, provide copy of filed extension request.
	Trust Agreement or Certification of Trust, if assets are titled in name of a trust
	If Guarantor owns a separate business, provide financial statements for last three years, including current year interim.

*After receiving CalRecycle notice that your project qualifies for a RMDZ loan, provide applicable documents listed below.*

Attached	<b>SUBSEQUENT APPLICATION REQUIREMENTS</b>
	<b>Exhibit H</b> – Environmental Questionnaire, CalRecycle 722 (for project site)
	<b>Exhibit I</b> – Zone Administrator’s Certification, CalRecycle 722
	<b>PERMITS</b>
	Conditional Use Permit, including any applicable fire requirements
	Air District Permit, if applicable
	Regional Water Quality Control Board Permit for waste water discharge, if applicable
	CalRecycle Solid Waste Facility Permit (if applicable)
	CalRecycle Tire Facility Permit (if applicable)
	Business License
	Fictitious Business Name Statement (if applicable)
	If property leased, copy of Lease Agreement
	If property owned, copy of recorded deed showing the current ownership
	<b>BUSINESS LEGAL DOCUMENTS</b> (applicable to your business form of ownership)
	CORPORATION - Filed Articles of Incorporation and filed Statement of Information (Domestic Stock Company)
	LIMITED LIABILITY COMPANY - Filed Articles of Organization, filed Statement of Information, and Operating Agreement
	LIMITED LIABILITY PARTNERSHIP - Partnership Agreement and filed Registered Limited Liability Partnership Registration (Form LLP-1)
	GENERAL PARTNERSHIP - Partnership Agreement and Statement of Information
	LIMITED PARTNERSHIP - Partnership Agreement and Certificate of Limited Partnership
	Letters of Intent from businesses supplying feedstock/raw materials, stating quantity, timing, and price.
	Letters of Intent from businesses buying end products, stating purchase quantity, timing, and price.

<b>CHECKLIST CERTIFICATION</b>		
I/We certify that we have thoroughly reviewed the Recycling Market Development Zone Loan Application Checklist, CalRecycle 721, and have attached all applicable documents I/We understand that if the application is incomplete, CalRecycle will return it to the applicant.		
Authorized Signature	Print Name & Position Title	Date