

## Application Processing Tips

### Important Dates

- » Application period open October 1 - April 30
- » Standard maturity date of February 1

### 2019 Applications

- » **New borrowers** should utilize the most recent version of the Application Note/Security Agreement reflecting a revision date of **4/18**. If an outdated version is used, a new application will be requested from the borrower.
- » **Existing borrowers** who had a loan  $\leq$  \$250,000 approved in 2018 should use the Loan Renewal Request (LRR) form to provide updated financial information.
- » Signed Application Note/Security Agreement from 2018 may be re-used in consecutive years for loans < \$250,000 if no changes to borrower or co-borrowers.
- » Please upload the signed Application Note/Security Agreement or LRR upon submission of the Online Loan Application (OLA).
- » **E-Signature** is available for loans < \$250,000, allowing borrowers to sign via emailed token, stylus or finger. If e-Signature is utilized, all borrowers on the loan must sign using the same method.

### Servicing Requests

- » Please do not submit **Additional Credit requests** as a new application in the OLA. Instead, please complete a cover sheet with primary applicant name, CIF and new total loan amount and submit via Secure Upload function in the OLA under the primary borrower's name.
- » **Loan Extensions** must be received at least 10 days prior to maturity and will require a UCC to be filed. The borrower's interest rate will be adjusted upon maturity as stated in the original Commitment Letter.
- » If servicing request is approved, a confirmation email will be sent to the dealer and customer statements will reflect the new loan amount and maturity date (if applicable). The dealer is responsible for notifying the customer of approval.

### Bills & Statements

- » Monthly informational statements are mailed to the borrower. Bills requesting payment are generated and mailed prior to loan maturity
- » Borrowers may now access statements and make payments online anytime via Customer Payment Portal at [www.myagriloan.com](http://www.myagriloan.com).

## Underwriting Criteria

Loan Requests \$250,000 or less		
	Type A	Type B
<b>NetScore</b>	$\geq$ 220	$\geq$ 180
<b>Security</b>	UCC Upon Default	
<b>Borrower Rate</b>	1.5%	2.5%

### Loan Requests \$250,000 or less

- » Submit request via OLA

### Loan Requests over \$250,000

- » Submit request via OLA and upload documents after scoring. Dealer will have access to view uploaded documents.
- » **At submission, please include:**
  - Balance Sheet with Schedules (3 years)
  - Tax Return with Schedule F (3 years)
  - Copy of Driver's License
  - Entity documents (if applicable)
- » **At approval, please submit:**
  - Original Completed & Signed Application Note/Security Agreement (please mail)
  - UCC Filing (blanket on crops and M&E)

All loans will incur a \$125 application fee upon booking.

### Concurrent Loan Requests

- » Borrowers may have access to full or partial funds on the subsequent crop year's loan request prior to the maturity date and payoff of the current crop year's loan commitment.
- » Funding will be restricted to 50% until loan from previous crop year is paid in full for requests 180-219. No restriction for loans with NetScore of 220 or higher.

### Available Reports

All reports may be viewed on the Dealer Extranet.

- » **Booked Loan Details**
  - Shows all booked loans for multiple years
- » **Pending Memo**
  - Shows approved loans requiring additional information
- » **In Process Loan Details**
  - Shows loans that are not yet booked
- » **Incomplete Applications**
  - Shows submitted loans not yet approved that require additional information
- » **Past Due Loans**
  - Shows loans that are currently past maturity