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Jonathan Barry, *Executive Secretary*

## BCPL Loan Application Request Form Municipal Utility Revenue Loan

Date \_\_\_\_\_

Municipality \_\_\_\_\_ County \_\_\_\_\_  
Include type of municipality (e.g. Town of Lake Tomahawk)

Municipal Mailing Address \_\_\_\_\_

Overnight Mail Address \_\_\_\_\_  
If different from above (no P.O. Box)

Head of Municipality \_\_\_\_\_ Phone (w) \_\_\_\_\_  
Mailing Address \_\_\_\_\_ (h) \_\_\_\_\_  
\_\_\_\_\_ (c) \_\_\_\_\_

Email \_\_\_\_\_

Municipal Clerk \_\_\_\_\_ Phone (w) \_\_\_\_\_  
Mailing Address \_\_\_\_\_ (h) \_\_\_\_\_  
\_\_\_\_\_ (c) \_\_\_\_\_

Email \_\_\_\_\_

Finance Dir/Treasurer \_\_\_\_\_ Phone (w) \_\_\_\_\_  
Mailing Address \_\_\_\_\_ (h) \_\_\_\_\_  
\_\_\_\_\_ (c) \_\_\_\_\_

Email \_\_\_\_\_

Financial Advisor/Firm \_\_\_\_\_ Phone (w) \_\_\_\_\_  
Email \_\_\_\_\_ (c) \_\_\_\_\_

Name of Utility \_\_\_\_\_  
Loan Purpose \_\_\_\_\_  
Loan Amount \$ \_\_\_\_\_  
Loan Term \_\_\_\_\_ Years  
Date Funds Needed \_\_\_\_\_ (estimate)

## Required Attachments to Utility Revenue Loan Application

Please be as complete and accurate as possible. BCPL will examine all information requested from the Borrower, in addition to other information and documentation that BCPL deems necessary to understand the risks inherent in the financing, in the determination of potential loan terms.

1. **Financial Projections** - Attach a detailed projection of revenues to be generated by the municipal utility during the term of this loan. Include an explanation of all assumptions and calculations used in forecasting these amounts.
2. **Customer Profile** - List the top ten customers of the municipal utility for each of the past three years including name, user type, business description (if applicable), usage, revenue, and percentage of total revenue attributable to each customer. At the bottom of this attachment, please note any known changes in the financial condition or usage plans of any of these listed customers, or certify that “there are no known changes in the financial conditions or usage plans of the above listed customers”.
3. **Capital Improvement Plan** – Attach a copy of the most recent capital improvement plan, if any.
4. **Debt Structure** – Wisconsin statutes require that the borrower provide BCPL with a pledge and first priority assignment of revenues generated by the project being funded. For municipal utilities, this means that BCPL debt must maintain a senior position with all other secured debt subordinated. If the utility being financed by this loan has other debt outstanding, please describe the plan for eliminating or subordinating these debts.

By signing below, I certify that the above information and all attachments are true and correct to the best of my knowledge.

**Head of Municipality**

**Municipal Clerk**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Print Name