



Application Checklist

Source of Repayment

General Fund (general promise to pay)

Please send the following copies for all funds designated or legally available to pay the debt service with the application:

- Fiscal Year 2015 audited financial report*
- Fiscal Year 2016 audited financial report*
- Fiscal Year 2017 Budget
- Current Dept. of Revenue Certified Taxable Valuation (taxable & assessed market)
 - Or printout from County Assessor for entity's total jurisdiction

*If the audited financial reports are unavailable we will accept a copy of the following:

- Balance Sheet
- Statement of Revenues & Expenditures
- Printout of current outstanding debt

Enterprise Debt (Water, Wastewater, and Solid Waste)

- **Water & Wastewater (Sewer) Districts**
- **Solid Waste Districts, Cities/Towns & Counties**

1. Water & Wastewater (Sewer) District

→ Debt **must be voted** and the election process completed according to statute. Debt not voted under 7-13-2333 MCA will be considered on a case by case basis.

Please send the following copies with the application:

- Resolution creating the District
- Resolution to incur debt
- Notice of Election
- Where and when Notice of Election was published and posted
- Ballot
- Certified Results
- Current user fees
- Fiscal Year 2015
 - Balance Sheet
 - Statement of Revenues & Expenditures
- Fiscal Year 2016
 - Balance Sheet
 - Statement of Revenues & Expenditures
- Fiscal Year 2017 Budget

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Enterprise Debt continued...

If repayment depends on a rate increase please send copies of the following:

- Resolution calling for rate increase
- Rates and charges including # of residential and # of commercial users
- Notice of Public Hearing
- Proof of meeting held

If District has existing outstanding debt please send a copy of the following:

- Resolution authorizing the outstanding debt
- Repayment schedule

2. Cities/Towns, Counties & Solid Waste

Please send the following copies with the application:

- Fiscal Year 2015 audited financial report*
- Fiscal Year 2016 audited financial report*
- Fiscal Year 2017 Budget
- Current user fees

*If the audited financial reports are unavailable we will accept a copy of the following:

General Fund

- Balance Sheet
- Statement of Revenues & Expenditures

Enterprise Fund i.e. Water and/or Wastewater (Sewer) or Solid Waste Fund

- Balance Sheet
- Statement of Revenues & Expenditures
- Printout of current outstanding debt

If repayment depends on a rate increase please send copies of the following:

- Resolution calling for rate increase
- Notice of Public Hearing
- Proof of meeting held

If the City/Town or County has existing outstanding debt for the water, wastewater or solid waste fund please send a copy of the following:

- Resolution authorizing the outstanding debt and repayment schedule

General Obligation Debt

Please send the following copies with the application:

- Resolution to submit question of issuing bonds to voters
- Notice of Election
- Where and when Notice of Election was published and posted
- Ballot
- Certified Results
- Current Department of Revenue Certified Taxable Valuation (taxable and assessed market)
 - o Or printout from County Assessor for entity's total jurisdiction

Building Reserve Loan

Please send the following copies with the application:

- Resolution calling for the building reserve election
- Notice of Election
- Where and when Notice of Election was published and posted
- Ballot
- Certified Results
- Current Department of Revenue Certified Taxable Valuation (taxable and assessed market)
 - Or printout from County Assessor for entity's total jurisdiction

If School District intends on using the General Fund as an alternate source of repayment please also include items listed under the General Fund section above.

Fire District and Fire Service Area

Please send the following copies with the application:

- Fiscal Year 2015 audited financial report*
- Fiscal Year 2016 audited financial report*
- Fiscal Year 2017 Budget
- Current Department of Revenue Certified Taxable Valuation (taxable and assessed market)
 - Or printout from County Assessor for entity's total jurisdiction

*If the audited financial reports are unavailable we will accept a copy of the following:

- Balance Sheet
- Statement of Revenues & Expenditures
- Printout of current outstanding debt

Special and Rural Improvement Districts (SID & RID)

Please send the following copies with the application:

- Resolution of intent to create District
- Resolution creating the District
- Resolution creating the Revolving Fund
- Notice of public hearing
- Where and when Notice of public hearing was published and posted
- Notice to property owners
- Proof of public hearing held
- Opinions from two (2) Underwriters that the bonds are not marketable through a competitive bond sale.*
- Resolution for levy and assessment of tax

*Only for SID or RID over \$250,000 per Montana Code Annotated 7-12-2171.

Street Maintenance Districts

Please send the following copies with the application:

- Resolution of intent to create District
- Resolution creating the District
- Resolution creating the Revolving Fund
- Notice of public hearing
- Where and when Notice of public hearing was published and posted
- Notice to property owners
- Proof of public hearing held
- Resolution for levy and assessment of tax