

RLF Loan Application

SCHEDULES: On separate, labeled sheets, submit the following list of schedules. The Business Development Centre, Inc. (BDC) staff reserves the right to waive various items or request additional data as deemed appropriate.

- A: Project Budget/Sources & Uses
- B: Developer Statement of Project & Need
- C: Employment Summary
- D: Cost Certifications and M&E Quotes
- E: Market Information
- F: Site Control
- G: Personal Financial & Resumes
- H: Bank Letter / Commitment of All Other Financing
- I: Historical & Current Financial
- J: Proformas
- K: Maps
- L: Environmental Review
- M: Other
- N: Application Fee

The undersigned in applying for financial assistance from the Business Development Centre, Inc., hereby recognizes that prior to receiving any financial assistance he/she will agree to comply with all federal, state, and local laws and regulations to the extent that such are applicable to this application.

Name of Applicant/Business

By: _____

Title: _____

Date: _____

File Name _____

INDEX OF SCHEDULES AND ATTACHMENTS
TO LOAN APPLICATION & ANALYSIS

- A. PROJECT BUDGET/SOURCES & USES**
A summary of uses of funds & sources of funds, including dollar amounts and proposed terms and security of all project funds.
- B. DEVELOPER STATEMENT OF PROJECT & NEED**
Developer/Borrower summary statement including:
1. Company history and project description
 2. identification of owners and ownership structure
 3. Basis for need of RLF, SELF or SBA assistance
 4. Projected employment and hiring goals
 5. Commitment to equity injection
 6. Authorization to negotiate on behalf of Borrower
- C. EMPLOYMENT SUMMARY**
Relative to existing and projected new jobs, prospective borrowers have been asked to complete a summary and commit to certain hiring goals; number of positions, title and salary outlines (Employment Plan Form)
- D. COST CERTIFICATIONS and M & E QUOTES**
Where appropriate, provide documentation of costs of new construction certified as being reasonable by a contractor, professional architect or engineer; estimated costs for renovations, and vendor quotes for all equipment to be purchased.
- E. MARKET INFORMATION**
All available market studies, contracts, etc.
- F. SITE CONTROL**
Where appropriate, evidence or proposed leases, property transfers, or deeds including any terms and conditions on the above.
- G. PERSONAL FINANCIALS AND RESUMES**
Current personal financial statements of owners of 20% or more as evidence of available equity to complete the project.
- H. BANK LETTER/COMMITMENT OF ALL OTHER FINANCING**
Evidence of financing commitments from other sources, including any terms and conditions to the funding.
- I. HISTORICAL AND CURRENT FINANCIALS**
Where appropriate, three years historical Balance Sheet, Profit and Loss AND current (no older than 90 days) financial statements must be provided.
- J. PROFORMAS**
For use in underwriting, credit evaluation, sizing of the BDC participation, provide projected Profit & Loss and Balance Sheet for one year. Also include a MONTHLY Cash Flow Statement for the same 12 month period.
- K. MAPS**
A map indicating project location.
- L. ENVIRONMENTAL REVIEW**
Evidence of environmental assessment and review.
- M. OTHER**
Other information the borrower may wish to include in application package.
- N. APPLICATION FEE**
A check in the amount of \$250.00 payable to the Business Development Centre, Inc. as a non-refundable application fee. A closing fee of 1% of the loan amount will be charged and due at closing.

To Whom it May Concern:

I/We hereby authorize you to release to the Business Development Centre, Inc., for verification purposes, information concerning:

Employment history dates, title, income, hours worked, etc.
Banking (checking & savings) accounts of record
Loan payment history (opening date, high credit, payment amount, loan balance, and payment)
Any information deemed necessary in connection with a consumer credit report for my loan application.

This information is for the confidential use of this lender in compiling a business loan credit report.

A photographic or carbon copy of this authorization (being a photographic or carbon copy of the signature(s) of the undersigned) may be deemed to be the equivalent of the original and may be used as a duplicate original.

Your prompt reply will help to expedite my loan application.

Thank You.

Signature _____ Date __/__/__

Current Address: _____

Prior Address (if current is less than 12 months) _____

Date of Birth __/__/__ Social Security Number ____-__-____

Signature _____ Date __/__/__

Current Address: _____

Prior Address (if current is less than 12 months) _____

Date of Birth __/__/__ Social Security Number ____-__-____

EMPLOYMENT PLAN

Company Name: _____

Address: _____

County: _____

Contact Person: _____ Telephone: (____) _____

Type of Business: _____

Current Permanent Full-Time By Occupation			Projection of New Permanent Full-Time Jobs			
Permanent Occupations In Company	Base Annual Salary or Hourly Wage	Number of Employees (1)	1 st . Year (2)	2 nd . Year (3)	3 rd . Year (4)	Total New Jobs (5)
Professional						
Clerical						
Sales						
Service						
Construction						
Manufacturing:						
Skilled						
Semi-Skilled						
Unskilled						
Other(Describe):						
	Total:					

Prepared by: _____ Signature: _____
 Title: _____ Date: ____/____/____

Projection of New Permanent Full-Time Jobs:

- Column (1): List number of current jobs in each type of occupation within company at location of project. Total at bottom represents total of these current jobs.
- Column (2, 3, 4): List number of anticipated new jobs during each of the three years after issuance of loan, in each type of occupation within company. Totals at bottom represent totals of each column (yearly total) and are not cumulative.
- Column (5): This represents the additions of Columns 2, 3, and 4 across. The total at the bottom is the sum of total anticipated new jobs at the completion of the project.

LOAN APPLICATION

FIRM NAME	ADDRESS	APPLICATION DATE
CONTACT PERSON	TELEPHONE	LFM INITIALS

PRINCIPALS NAME/TITLE	HOME ADDRESS	SOCIAL SECURITY #	DATE OF BIRTH	CITIZENSHIP OR TYPE OF VISA	% OWNERSHIP

Date Firm Established / /	Annual Gross Sales \$	Type of Business ___Mfg. ___Retail ___Service ___Wholesale
IRS ID#	Principal Product/Service	Form of Ownership ___MBE ___WBE ___Sole Proprietor ___Partnership ___Corporation
Status of Business ___Existing, ___New ___Purchase Existing	Project Purpose ___New Constr. ___Cap.Equity ___Renovation ___Inventory ___Expansion ___Refinance	Employment No. of Current Employees ___ No. Employed After Completion___

Current Debt \$ _____	Financing Requested Amount: \$ _____ Term (Months): _____ Rate(%): _____	Bank of Business Account: _____ Contact: _____
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Accountant	Phone
Legal Counsel	Phone

USE OF FUNDS	BANK	BDC	EQUITY* (10%)	OTHER
Bldg. Acquisition				
Land Acquisition				
New Construction				
Renovation/Expansion				
Working Capital				
Machinery/Equipment				
Inventory				
Current Debt				
Other				
Totals				

*RLF APPLICANTS MUST EXHIBIT 10% EQUITY FOR PROJECT

All applicants must complete and submit the items requested on the attached checklist. By the signature below, authorization is granted for the potential lender to secure credit background and information. In consideration of furnishing assistance and/or counseling to me, I waive all claims against the lender and its agents in connection with such assistance or counsel.

Signature: _____ Title: _____ Date: ___/___/___

BDC USE ONLY:

Target Group- if yes, specify _____

SIC Code _____

Interim Lender _____

Contact/Phone _____

Permanent Lender _____

Contact/Phone _____

Date Received: ___/___/___

Complete: ___yes ___no

BDC Participation:

% of Project _____

Job Leverage _____

BDC: Other Funds _____

Date to Loan Committee: ___/___/___

Date Approved: ___/___/___

Date to Board of Directors: ___/___/___

Date Approved: ___/___/___

Additional Comments: