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| **LOAN APPLICATION** | | | | | | | | | | | | | | | | | | | | | |
| **RLF Loan Request Amount:** | | | | | | | | | Date: | | | | | | | | | | | | |
| 1. **PRELIMINARY INFORMATION** | | | | | | | | | | | | | | | | | | | | | |
| Business Name: | | | | | | | Phone: | | | | | | | | Fax: | | | | | | |
| Contact Person: | | | | | | | Title: | | | | | | | | | | | | | | |
| Mailing Address: | | | | | | | | | | | | | | | | | | | | | |
| Physical Address: | | | | | | | | | | | | | | | County: | | | | | | |
| Federal ID or SS#: | | | | | | | Business Bank Account: | | | | | | | | | | | | | | |
| Bank Address: | | | | | | | Bank Contact: | | | | | | | | | | | | | | |
| 1. **BUSINESS INFORMATION** | | | | | | | | | | | | | | | | | | | | | |
| Business Structure:  □ Sole Proprietor  □ Corporation  □ Sub S Corporation  □ Partnership  □ Other LLC | | | | Type of Business:  □ Retail  □ Wholesale  □ Service  □ Manufacturer | | |  | | If corporation, list names of officers: | | | | | | | | | | | | |
| Date Business was established: | | | | | | | | | Fiscal Year End: | | | | | | | | | | | | |
| Is this an existing business?  Purchase of existing business?  New business? | | | | | | | □ Yes  □ Yes  □ Yes | | □ No  □ No  □ No | | | | | | | | | | | | |
| Business Description: *(products manufactured, services provided, etc.)* | | | | | | | | | | | | | | | | | | | | | |
| Percent of Ownership: | | | | | | | | | | | | | | | | | | | | | |
| Name | | Address | | | | | | | | Phone | | | | | | % Owned | | | SS# | | |
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| 1. **DESCRIPTION OF PROJECT, REASONS FOR EXPANSION & NEED FOR FUNDS** | | | | | | | | | | | | | | | | | | | | | |
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| 1. **OTHER LENDING COMMITMENTS/CONTRACTS FOR THIS PROJECT** | | | | | | | | | | | | | | | | | | | | | |
| *Please list below: names of other banks or lending sources you have contact regarding this project and indicate whether they are willing to commit to financing. Attach letters of commitment or interest if available.* | | | | | | | | | | | | | | | | | | | | | |
| Name | | | | | | Phone | | | | | | Date of Contact | | | | | Willing to Commit? | | | | |
|  | | | | | |  | | | | | |  | | | | | □ Yes | | | □ No | |
|  | | | | | |  | | | | | |  | | | | | □ Yes | | | □ No | |
|  | | | | | |  | | | | | |  | | | | | □ Yes | | | □ No | |
|  | | | | | |  | | | | | |  | | | | | □ Yes | | | □ No | |
|  | | | | | |  | | | | | |  | | | | | □ Yes | | | □ No | |
| 1. **EMPLOYMENT** | | | | | | | | | | | | | | | | | | | | | |
| Number of FTEs (Full-time employees) at the time of application: | | | | | | | | | | | | | | | | | | | | | |
| Average payroll ($/month): | | | | | | | | | | | | | | | | | | | | | |
| New FTE jobs to be created as a result of this loan: *(Give #’s for each time period not a cumulative total*) | | | | | | | | | | | | | | | | | | | | | |
| 1. 1st 6 months: | | | 1. 2nd 6 months: | | | | | 1. 2nd Year: | | | | | | Total over 2 years:  *(should equal a thru c)* | | | | | | | |
| If this is a job retention project (i.e. company will go out of business if RLF funds are not received), number of current FTEs to be retained: *(Mark n/a if not applicable)* | | | | | | | | | | | | | | | | | | | | | |
| Number of positions to be filled (or retained) by low-moderate income persons: | | | | | | | | | | | | | | | | | | | | | |
| Plans for hiring and training new workers: | | | | | | | | | | | | | | | | | | | | | |
| 1. **BUSINESS DEBT**   List current debts of the business (including credit card debt) – indicate any loans to be paid by proposed funding with an asterisk (\*). | | | | | | | | | | | | | | | | | | | | | |
| Original Date | Lender | | Original Amount | | Current Balance Outstanding | | | Interest Rate | | | Term | | | Monthly Payment | | | | Security | | | |
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| 1. **USE OF ALL PROCEEDS** | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | Amount | | | | |  | Anticipated Date of 1st Draw | | | | | | |  |
| Purchase of real estate | | | | | | | |  | | | | |  |  | | | | | | |  |
| New construction of building and fixed assets | | | | | | | |  | | | | |  |  | | | | | | |  |
| Building expansion or repair | | | | | | | |  | | | | |  |  | | | | | | |  |
| Acquisition of existing business | | | | | | | |  | | | | |  |  | | | | | | |  |
| Purchase of machinery and equipment | | | | | | | |  | | | | |  |  | | | | | | |  |
| Purchase of furniture and fixtures | | | | | | | |  | | | | |  |  | | | | | | |  |
| Purchase of inventory | | | | | | | |  | | | | |  |  | | | | | | |  |
| Debt payment (refinancing of existing debt) | | | | | | | |  | | | | |  |  | | | | | | |  |
| Working capital or operating expenses | | | | | | | |  | | | | |  |  | | | | | | |  |
| Other (explain) | | | | | | | |  | | | | |  |  | | | | | | |  |
| **TOTAL PROJECT AMOUNT** | | | | | | | |  | | | | |  |  | | | | | | |  |
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| 1. **SOURCES OF PROCEEDS**   *Show all sources of financing for this project* | | | | | | | | | | |
| Bank loan (non-SBA) | | | | | |  |  |  | |  |
| Bank loan (SBA guarantee) | | | | | |  |  |  | |  |
| Mortgage (other than bank) | | | | | |  |  |  | |  |
| Equipment finance (non-bank) | | | | | |  |  |  | |  |
| Borrower equity: cash | | | | | |  |  |  | |  |
| Borrower equity: non-cash | | | | | |  |  |  | |  |
| RLF Loan Request | | | | | |  |  |  | |  |
| **TOTAL** | | | | | |  |  |  | |  |
|  | | | | | |  |  |  | |  |
| 1. **OVERALL BORROWER EQUITY**   *What amount will borrowers invest in the business (is investment cash, equipment, real estate, etc.)?* | | | | | | | | | | |
|  | |  | | |  | Amount |  |  | |  |
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| 1. **SUMMARY OF BUSINESS ASSETS** | | | | | | | | | | |
|  | | Items | | |  | Fair Market Value |  | Assets Encumbered by | |  |
|  | | Buildings and Land | | |  |  |  |  | |  |
|  | | Existing equipment | | |  |  |  |  | |  |
|  | | New equipment | | |  |  |  |  | |  |
|  | | Accounts Receivable | | |  |  |  |  | |  |
|  | | Finished inventory for sale | | |  |  |  |  | |  |
|  | | Inventory in process | | |  |  |  |  | |  |
|  | | Raw materials | | |  |  |  |  | |  |
|  | | Personal guarantees | | |  |  |  |  | |  |
|  | | Other | | |  |  |  |  | |  |
|  | | What collateral are you willing to pledge to the RLF? | | |  |  |  |  | |  |
|  | |  | | |  |  |  |  | |  |
| 1. **CREDIT REFERENCES** | | | | | | | | | |
|  | | Name | Phone | | Contact Person | # Years Assoc. | | Credit Rating | |
| Banks | |  |  | |  |  | |  | |
|  | |  |  | |  |  | |  | |
| Trades | |  |  | |  |  | |  | |
|  | |  |  | |  |  | |  | |
| Credit Cards | |  |  | |  |  | |  | |
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| Does your business have any subsidiaries or affiliates (including owner leasing or arrangements)? | | | | | | □ Yes | | □ No | |
| Does your business have any licensing agreements or royalty payments required for any of the business products? If yes, please provide their names and the relationship with your company. | | | | | | □ Yes | | □ No | |
| For subsidiaries or affiliates, provide a current balance sheet and operating statement for each as an attachment. | | | | | |  | |  | |
| Have you or any officers of your company ever been involved in a bankruptcy or insolvency proceedings? | | | | | | □ Yes | | □ No | |
| If yes, please give details in an attached letter. | | | | | |  | |  | |
| Are you or your business involved in any potential or pending lawsuits?  If yes, provide detail in supporting documents. | | | | | | □ Yes | | □ No | |