



**PLANNING AND DEVELOPMENT**

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**Community Investment Program: Loan Application**

**Company Information**

Company name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Principal in charge \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Secondary Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail Address(s) (if applicable) \_\_\_\_\_

Type of Business \_\_\_\_\_ Date Established \_\_\_\_\_

Type of Entity (check one):  Proprietorship  Partnership  Corporation  LLC  Non-Profit

**Company Ownership**

Name \_\_\_\_\_ Title \_\_\_\_\_ % of Ownership \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ % of Ownership \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ % of Ownership \_\_\_\_\_

**Affiliate Business (if applicable)**

Name \_\_\_\_\_ Owner \_\_\_\_\_ % of Ownership \_\_\_\_\_

(Applicant Company or Individuals)

Name \_\_\_\_\_ Owner \_\_\_\_\_ % of Ownership \_\_\_\_\_

(Applicant Company or Individuals)

**Existing Business Locations**

Address \_\_\_\_\_

Square Feet \_\_\_\_\_ Leased  Owned  Monthly Lease/Mortgage Payment \$ \_\_\_\_\_

Address \_\_\_\_\_

Square Feet \_\_\_\_\_ Leased  Owned  Monthly Lease/Mortgage Payment \$ \_\_\_\_\_

## Nature of Your Business

Nature of your business \_\_\_\_\_

Type of products or services (include any catalogs or brochures) \_\_\_\_\_

Geographic market area \_\_\_\_\_

List key customers \_\_\_\_\_

List major competitors \_\_\_\_\_

## Project Information

Street address of project: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Transaction closing date/Construction start date: \_\_\_\_\_

## Requested Financing

### Sources of Financing

CDA Loan: \$ \_\_\_\_\_

Bank Loan \$ \_\_\_\_\_

Equity  
Cash \$ \_\_\_\_\_

Other \$ \_\_\_\_\_ (Please Identify)

TOTAL: \$ \_\_\_\_\_

### Uses of Financing

Property Acquisition: \$ \_\_\_\_\_

Property Improvements/  
Construction \$ \_\_\_\_\_

Machinery/Equipment \$ \_\_\_\_\_

Working Capital: \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

*Note: Total sources must equal total uses.*

## Employment Information

Number of current employees \_\_\_\_\_

Estimated number of new employees within the next two years as a result of this project \_\_\_\_\_

If applicable, how many jobs will be saved as a result of this assistance? \_\_\_\_\_

Explain how jobs will be saved: \_\_\_\_\_

## Miscellaneous Questions

1. Have you or any officer of your company ever been involved in bankruptcy or insolvency proceedings?  
 YES  NO. If YES, please provide details on a separate sheet.
2. Are you or your business involved in any pending or prior lawsuits?  YES  NO. If YES, please provide details on a separate sheet.
3. What is the tangible net worth of your company? \$ \_\_\_\_\_
4. What is the average profit after taxes over the past two years? \$ \_\_\_\_\_

(Note: CDA policy requires that all for-profit borrowers be qualified as small businesses pursuant to the regulations of the U.S. Small Business Administration. Those regulations require that eligible borrowers have a tangible net worth of less than \$7,000,000 and an average net profit after taxes of less than \$2,500,000 for the previous two years).

5. If applicant is a non-profit organization, explain its mission: \_\_\_\_\_  
\_\_\_\_\_
6. What is the average wage paid to existing employees? \$ \_\_\_\_\_ per week.
7. What is the average wage that will be paid to new employees? \$ \_\_\_\_\_ per week.

*Use this space for providing additional information.*

## Application Checklist

### Business Information

- Business Financial Statements or tax returns for the Last three years.
- Signed interim financial statement dated within the last 60 days with aging of accounts payable and receivable. If year-end statement is less than 90 days old, provide aging of accounts (no interim statement) only.
- Financial Statements of Affiliates
- Business Debt Schedule (Exhibit A Attached)
- If debt repayment depends on projections, a projected, annualized income statement for the first two years after the loan with a description of assumptions.
- If a new business, provide a proforma balance sheet with a description of assumptions attached.
- If applicable, a resolution from the partners, LLC members or Board of Directors of the Borrower authorizing it to borrow.

### Personal Information (for each owner of 20% or greater)

- Personal tax returns for the last three years
- Personal Resume (Exhibit B attached)
- Personal Financial Statement (Exhibit C attached)

### Real Estate Information

- Real Estate Purchase Agreement or Settlement Statement
- Construction cost estimate and/or equipment invoices.
- Real Estate Appraisal (If applicable)
- Environmental Studies (if applicable)

## Authorization to Release Information

I/We hereby authorize the release to the Claremont Development Authority and its agent, the Capital Regional Development Council of any information they may require at any time for any purpose related to my/our credit transaction with them.

I/We further authorize the Claremont Development Authority and its agent, Capital Regional Development Council to release such information to any entity they deem necessary for any purpose related to my/our credit transaction with them.

I/We certify that the enclosed information, including any attachments or exhibits provided herein or at a later date, is valid and correct to the best of my/our knowledge.

Name(s) of applicant(s): \_\_\_\_\_

Date: \_\_\_\_\_

Signature(s) of Applicant(s): \_\_\_\_\_

Title:  
Duly Authorized

\_\_\_\_\_  
Title:  
Duly Authorized