



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 _____

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

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

Personal tax returns for the last three years

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 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