

APPENDIX A: Loan Application Form

**Essex County Industrial Development Agency
Revolving Business Loan Program**

PART I. APPLICATION INFORMATION

General Information

Name of Applicant			
Address			
Contact Person		Federal ID#/SS#	
Telephone:		Fax:	e-mail
Nature of Business			

Legal Status

<input type="checkbox"/> Corporation	<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Limited Partnership
<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Liability Partnership	<input type="checkbox"/> Sole Proprietorship
Other (specify)		
Date Established		State

Principals & Representatives of Applicant

Names(s) of Principal(s) / Owner (s)	Title	Ownership Percentage
Attorney for Applicant		Accountant for Applicant
Firm Name		Firm Name
Address		Address
Telephone		Telephone

The Essex County IDA is an equal opportunity lender, provider, and employer. To file a complaint of discrimination, write: USDA, Director, Office of Civil Rights, Washington, D.C. 20250-9410, or call (202) 720-5964 (voice or TDD)

Background Information

Is the company presently the subject of any litigation, or is any litigation threatened, which would have a material adverse effect on the Company's financial condition?	Yes	No
Is the Applicant delinquent in the payment of any loans?	Yes	No
Has the Applicant been declared in default on any of its loans?	Yes	No
Has the Company or any of its affiliates ever been involved in bankruptcy, a creditor's rights or receivership proceeding, or sought protection from creditors?	Yes	No
Has the company ever settled debt with a lending institution for less than the full amount outstanding?	Yes	No
Are there currently any unsatisfied judgments against the Applicant?	Yes	No
Are there currently any unsatisfied judgments against any principal of the Company?	Yes	No
Has any senior manager or principal of the Company ever been convicted of any felony or misdemeanor, other than a minor traffic violation, or are any such charges pending?	Yes	No
Has the Company or any of its affiliates, been cited for a violation of federal, state or local laws or regulations with respect to labor practices, hazardous wastes, environmental pollution or other operating practices?	Yes	No
Are there any outstanding judgments or liens pending against the Company other than liens in the normal course of business?	Yes	No
Is the Company delinquent on any New York State, federal or local tax obligations?	Yes	No
(NOTE: If your answer is "Yes" for any of the above questions, please provide an explanation below.)	Yes	No

Explanations:

I hereby certify that the information provided above is true and accurate to the best of my knowledge and belief.

Signature

Dated

Printed name and title

References

Provide the following information on three (3) current customers/clients			
Name		Phone	
Address		Contact Person	
Name		Phone	
Address		Contact Person	
Name		Phone	
Address		Contact Person	

Provide the following information on the Applicant's primary banking relationship?			
Bank Name		Phone	
Branch Address		Contact Person	

Descriptive Information

Provide a brief narrative of the Applicant's history
Describe the Applicant's current operations, including products, customers/markets, etc.

Identify and Describe the Applicant's current operating facilities – both owned and/or leased.

PART II. PROJECT DESCRIPTION

Describe the Applicant's Proposed Project			
State the Reason's and/or Need for the Applicant to Undertake the Proposed Project			
Project Costs		Sources of Funds	
Property Acquisition	\$	Bank	\$
Renovations	\$	Applicant's Cash	\$
Machinery/Equip.	\$	Applicant's Equity	\$
Professional Fees	\$	Essex County IDA	\$
Working Capital	\$	Other:	\$
Other	\$	Other:	\$
Total	\$	Total	\$

Please attach to this application for the "Project Costs" identified above any vendor quotes, negotiated sales prices, engineer's or contractor estimates, purchase agreements, catalog prices, etc.

Summarize the status of any proposed project financing identified in the "Sources of Funds" column above, including status of other applications, sources of equity capital, etc.	
Identify the available security/collateral and repayment terms for the amount of loan assistance requested.	
Requested Loan Amount	\$
Requested Loan Repayment Period	
Security/Collateral Description	Estimated Value
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Will the proposed project result in any business or residential relocation?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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What is the company's total current employment and projected new hirings resulting from this proposed project for each of the next three years?				
	Current	Year 1	Year 2	Year 3
Full Time				
Part Time				

What are the project changes in the property tax revenues resulting from the project?			
Current		Projected	
Village	\$	Village	\$
Town	\$	Town	\$
School	\$	School	\$
County	\$	County	\$
Total	\$	Total	\$

PART III. REQUIRED EXHIBITS

EXHIBIT A – FINANCIAL INFORMATION

Note – Financial statements must be in a form acceptable to the lender. The applicant may wish to verify the acceptability of its statements prior to preparation.

- Financial statements of the company for the last **three** years.
- Projected balance sheet and income statement for **three** years following completion of the project.
- Projected monthly cash flows for at least the **three** years following completion of the project.
- Interim financial statements of the company through the most recent month available, but in no case more than three months prior to the loan application date.
- Personal financial statements (either on a standard bank form or in a comparable format) for each principal owning at least 20% of the company.
- Aging Account Receivable & Payable Schedules
- Financial statements for each company and/or individual who will act as a guarantor of the requested financing.
- Resumes of owner(s) and key management personnel
- Projected employment descriptions and salary estimates
- Copy of dba, partnership papers or incorporation agreement
- Completed Credit Authorization form
- Previous **three** years of personal Federal Tax Returns and Schedule C
- Franchise Agreement
- Disclaimer(s)
- Certification(s) regarding disbarment
- Current business plan (if business is less than 3 years)
- Bank Declination

EXHIBIT B – ADDITIONAL INFORMATION (AS APPLICABLE)

- Documentation of project costs including vendor quotes, buy/sell agreements, binding options to purchase engineer's or contractor's estimates, appraisal for realty to be acquired, etc.
- Documentation of other required financing including bank and other public lending agency commitment letters, bond inducements and evidence of availability and commitment of cash equity requirements.
- For projects involving real estate acquisition an /or development – evidence of site control or current ownership in the form of a binding option, sale agreement, deed, etc.
- Any other information which may serve to document the information provided with this application or which may affect a credit decision by the lender.

PART IV. DECLARATIONS

I (we) authorize the Essex County IDA to order credit reports and/or other financial background information on my (our) personal and business financial background. I (we) authorize disclosure of all information submitted in connection with this application to any financial institution in consideration of any assistance that may be provided. I (we) waive all claims against the Essex County IDA and its consultants.

I (we) attest that to the best of my (our) knowledge and belief, the information contained in the foregoing application is correct and true. I (we) am (are) aware that the filing of a false instrument in connection with this application may constitute an attempt to defraud the Essex County IDA and may be a felony under the laws of New York State.

Signature Date

Print Name _____ Print Title _____

Signature Date

Print Name _____ Print Title _____

Signature Date

Print Name _____ Print Title _____

Signature Date

Print Name _____ Print Title _____

Signature Date

Print Name _____ Print Title _____

STATE OF NEW YORK, COUNTY OF _____ : ss

On the ____ day of _____, 2010, before me, the undersigned, a Notary Public in and for the State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public

STATE OF NEW YORK, COUNTY OF _____ : ss

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Notary Public

**ESSEX COUNTY INDUSTRIAL DEVELOPMENT AGENCY
BUSINESS LOAN FUND**

CREDIT AUTHORIZATION

Date: _____

Carol Calabrese
Co Executive Director
Essex County Industrial Development Agency
7566 Court Street
P.O. Box 217
Elizabethtown, NY 12932

Dear Ms. Calabrese:

In connection with my application for a business loan through the Essex County Industrial Development Agency Loan Fund, I hereby authorize you to investigate my credit worthiness as part of the loan review process.

Name: _____

Social Security Number: _____

Date of Birth: _____

Current Address: _____

Signed: _____



**ESSEX COUNTY IN THE PARK
INDUSTRIAL DEVELOPMENT AGENCY**

7566 Court Street . P.O. Box 217 . Elizabethtown, NY 12932
(518) 873-9114 . Fax (518) 873-2011 . E-mail: Info@essexcountyida.com
Web Site: www.essexcountyida.com

PERSONAL FINANCIAL STATEMENT

U.S. SMALL BUSINESS ADMINISTRATION

As of _____, 20__

Complete this form:(1) each proprietor, or (2) each limited partner who owns 20% or more interest and each general partner, or (3) each stockholder owning 20% or more of voting stock, or (4) any person or entity providing a guaranty on the loan.

Name _____ Business Phone () _____

Residence Address _____ Residence Phone () _____

City, State, & Zip Code _____

Business Name of Applicant/Borrower _____

ASSETS (omit cents)

Cash on hands & in Banks..... \$ _____
Savings Account.....\$ _____
IRA or Other Retirement Account.....\$ _____
Accounts & Notes Receivable.....\$ _____
Life Insurance-Cash Surrender Value.....\$ _____
(Complete Section 8)
Stocks and Bonds.....\$ _____
(Describe in Section 3)
Real Estate.....\$ _____
(Describe in Section 4)
Automobile-Present Value.....\$ _____
Other Personal Property.....\$ _____
(Describe in Section 5)
Other Assets.....\$ _____
(Describe in Section 5)

Total..... \$ _____

LIABILITIES (omit cents)

Accounts Payable..... \$ _____
Notes Payable to Banks and Others.\$ _____
(Describe in Section 2)
Installment Account (Auto).....\$ _____
Mo. Payments \$ _____
Installment Account (other).....\$ _____
Mo. Payments \$ _____
Loan on Life Insurance.....\$ _____
Mortgages on Real Estate.....\$ _____
(Describe in section 4)
Unpaid Taxes.....\$ _____
(Describe in Section 6)
Other Liabilities.....\$ _____
(Describe in Section 7)
Total Liabilities.....\$ _____
Net Worth.....\$ _____

Total.....\$ _____

Section 1. Source of Income

Salary.....\$ _____
Net Investment Income.....\$ _____
Real Estate Income.....\$ _____
Other Income (Describe Below)*.....\$ _____

Contingent Liabilities

As Endorser or Co-Maker.....\$ _____
Legal Claims & Judgements.....\$ _____
Provision for Federal Income Tax...\$ _____
Other Special Debt.....\$ _____

Description of Other Income in Section 1

Alimony or child support payment need not to be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.

Section 2 Notes Payable to Bank and Others (Use attachments if necessary. Each Attachment must identified as a part of this statement and signed.)

Name and Address of Noteholder (s)	Original Balance	Current Balance	Payment Amount	Frequency (monthly, etc.)	How Secured or Endorsed Type of Collateral

Section 3 Stocks and Bonds (Use attachments if necessary. Each attachment must be identified as part of this statement and signed).

Number of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value

Section 4 Real Estate Owned. (List each parcel separately. Use attachments if necessary. Each attachment must be identified as part of this statement and signed).

	Property A	Property B	Property C
Type of Property			
Address			
Date Purchased			
Original Cost			
Present Market Value			
Name & Address of Mortgage Holder			
Mortgage			

Account Number			
Mortgage Balance			
Amount of Payment per Month/Year			
Status of Mortgage			

Section 5. Other Personal Property and Other Assets (Describe, and if any is pledged as security, state name and address lien holder, amount of lien, terms of payment, and if delinquent, describe delinquency).

Section 6. Unpaid Taxes. (Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches).

Section 7. Other Liabilities. (Describe in detail).

Section 8. Life Insurance Held. (Give face amount and cash surrender value of policies- name of insurance company and beneficiaries).

I authorize SBA/Lender to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan

or guaranteeing a loan. I understand FALSE statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General (Reference 18 U.S.C. 1001).

Signature: _____ Date: _____ Social Security Number: _____

Signature: _____ Date: _____ Social Security Number: _____

PLEASE NOTE: The estimated burden hours for the completion of this form is 1.5 hours per response. If you have questions or comments concerning this estimate or any other aspect of this information, please contact Chief Administrative Branch, U.S.