



LOAN APPLICATION

Company Information

Company Name _____

Address _____ City _____ State _____ Zip _____

Principal in Charge _____ Phone () _____ Fax () _____

Secondary Contact Person _____ Phone () _____ Fax () _____

EIN Number _____ DUNS Number _____

Type of business _____ Date established _____

Type of entity (check one) Proprietorship Partnership Corporation S-Corporation LLC

Website _____ Cell Phone _____ Email Address _____

Company Ownership

Name _____ Title _____ % of ownership _____

Name _____ Title _____ % of ownership _____

Name _____ Title _____ % of ownership _____

Affiliate Businesses (if applicable)

Name _____ Owner _____ % of ownership _____

APPLICANT COMPANY OR INDIVIDUAL

Name _____ Owner _____ % of ownership _____

APPLICANT COMPANY OR INDIVIDUAL

Existing Business Locations

Address _____ Square Ft _____ Lease Payment _____ Lease Expiration _____

Replaced by New Facility? _____

Address _____ Square Ft _____ Lease Payment _____ Lease Expiration _____

Replaced by New Facility? _____

References

Bank Name _____ Account no. _____

Account Officer _____ Phone _____

Bank name 2 _____ Account no. _____

Account Officer _____ Phone _____

Accountant _____ Firm _____ Phone _____

Attorney _____ Firm _____ Phone _____

(References Continued)

Trade Reference _____ Firm _____ Phone _____

Trade Reference 2 _____ Firm _____ Phone _____

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 _____ State _____ Zip _____ County _____

What is the square footage of the new building? _____ What is the square footage your company will occupy? _____

*Please note – We require your company to occupy 51% of an existing building and 60% of a new building

Escrow closing date _____ Realtor’s Name _____ Phone _____

If known, how will the property be vested (i.e. individually, husband and wife, partnership, LLC, corporation, trust...)? _____

Please provide appropriate document (i.e. Partnership Agreement, LLC documents, Articles of Incorporation, Trust Agreement...)

Total Project Costs

Purchase existing building

Construction Project

Purchase Price.....\$ _____ Land Acquisition.....\$ _____

Improvements.....\$ _____ Construction Bid.....\$ _____

Equipment*.....\$ _____ Architects, permits, other soft costs.....\$ _____

Other.....\$ _____ Equipment.....\$ _____

Total.....\$ _____ Other.....\$ _____

Total.....\$ _____

*Please note – equipment to be financed must have a useful life of 10 years or greater

If there are any tenants that will remain in the building, please provide the following information:

Also, please have your realtor provide copies of all existing leases

Tenant Name	Square Footage	Lease Expiration	Rent Amount

Employee Questionnaire

Number of current employees _____ Number of new employees within the next two years as a result of this project _____

Key Employees

Name	Title	Responsibilities	Years with company	Years in the industry

Miscellaneous Questions

Have you or any officer of your company ever been involved in bankruptcy or insolvency proceedings? _____

Are you or your businesses involved in any pending or prior lawsuits? _____ If yes, please provide details on a separate sheet.

Has your business ever received a SBA loan? _____

Original Amount \$ _____ Date of the loan _____

Current Balance \$ _____ Status _____

Checklist

BUSINESS INFORMATION					
√	PLACE A CHECK BY WHAT IS BEING SUBMITTED WITH APPLICATION		√	PLACE A CHECK BY WHAT IS BEING SUBMITTED WITH APPLICATION	
	Business financial statements for the last three years (balance sheet and income statement)			Business License and Fictitious Business Name Statement (if proprietorship)	
	Interim financial statement dated within the last 60 days			Franchise Agreement (include a copy of Franchise Agreement and Franchisor's Disclosure Statement required by Federal Trade Commission)	
	Federal tax return for the last three years (all pages, schedules included)			EIN Number	
	Business debt schedule (form attached, to include the original date and amount, monthly payment, interest rate, present balance owed, maturity, to whom payable, collateral securing the loan. Indicate whether each loan is current or delinquent.			DUNS Number (may be obtained FREE online utilizing this link https://www.dandb.com/free-duns-number/)	
	Projections (If new business, provide pro forma balance sheet with description of assumptions attached, a projected, annualized income statement for the first two (2) years after the loan with description of assumptions attached, and a monthly cash flow analysis for the first twelve (12) months of operation, or for three months beyond breakeven point with description of assumptions.			Schedule of previous government financing (SBA, VA, FHA, student loan, etc.) received by any principals or affiliated companies to include name of agency, original date and amount, outstanding balance, status of loan, collateral securing the loan.	
	Articles of Incorporation, Amendments thereto, and By-Laws (if corporation)			Names of affiliated (through ownership of 20% or more or management control) businesses and Federal tax returns for the last three years (all pages, schedules included) for all affiliates.	
	Articles of Organization and Operating Agreement (if LLC)			Business debt schedule for each affiliate.	
	Partnership Agreement (if partnership)				

√	Personal information (for each owner of 20% or greater)	
	Personal tax returns for the last three years (all pages, schedules, K-1's, etc. included)	
	Personal resume / work history of principals	
	Personal financial statement dated within the last 60 days (must be joint with spouse, if married)	
	Photocopy of driver's license/I.D. card	

√	Real Estate Information	
	Real Estate Purchase Agreement and all addendums or settlement sheet	
	Existing environmental studies on subject real estate	
	Construction cost budget on contractor letterhead	
	Equipment quotes	

Authorization to Release Information

✓ I/We hereby authorize the release to Areawide Development Corporation / East Tennessee Development District and / or affiliates of any information they may require at any time for any purpose related to my/our credit transaction with them.

✓ I/We further authorize Areawide Development Corporation / East Tennessee Development District and / or affiliates to release such information to any entity they deem necessary for any purpose related to my/our credit transaction with them.

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

Name of applicant(s) _____
Print Name

Signature of applicant(s) _____ Date _____

Name of applicant(s) _____
Print Name

Signature of applicant(s) _____ Date _____

Name of applicant(s) _____
Print Name

Signature of applicant(s) _____ Date _____

Name of applicant(s) _____
Print Name

Signature of applicant(s) _____ Date _____

Existing Business Debts

Please list all business debts for the Business (copy this sheet to list the business debt for each affiliate separately)

DEBT SCHEDULE

Creditor Name/Address	Original Amount	Original Date	Present Balance	Interest Rate	Maturity Date	Monthly Payment	Security	Current Delinquent

Signed by:

Title

Date

Personal Information (this page may be duplicated to include each owner's personal information separately)

Name of Individual: _____

Are you a U.S. citizen? Yes No if no, are you a Lawful Permanent resident alien: Yes No

If non – U.S. Citizen provide alien registration number _____ (and copy of card)

Place of Birth: (City & State or Foreign Country) _____

Have you served in the military? Yes No

Branch of Military _____

Starting Year _____

Ending Year _____

Rank at Discharge _____ Honorable Discharge? Yes No

Job Description _____

Have you ever had a government loan (SBA, FHA, VA, Student loan, etc.)? Yes No If yes, please provide details

Are you presently under indictment, on parole or probation? Yes No If yes, please provide details

Have you ever been charged with and or arrested for any criminal offense other than a minor motor vehicle violation? Include offenses which have been dismissed, discharged, or not prosecuted. (All arrests and charges must be disclosed and explained on an attached sheet.) Yes No If yes, please provide details

Have you ever been convicted, placed on pretrial diversion, or placed on any form of probation; including adjudication withheld pending probation, for any criminal offense other than a minor vehicle violation?

Yes No If yes, please provide details



To: East Tennessee Development District / Areawide Development Corporation

This document is your authority to verify my banking relationship(s); employment, and/or outstanding credit notes; to obtain a consumer or business credit report; to make any other inquiries pertaining to my qualifications for the requested loan; and to release to the lender any and all information that may be requested for the purpose of considering a credit transaction. In addition, authorization is given for participating lender(s) to share financial and credit information with East Tennessee Development District / Areawide Development Corporation for future servicing needs after approval of loan(s).

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NAME _____ S.S. # _____

DATE OF BIRTH ____ / ____ / ____

ADDRESS

SIGNATURE

DATE

INFORMATION OF SPOUSE (If spouse holds any ownership in business enterprise)

NAME _____ S.S. # _____

DATE OF BIRTH ____ / ____ / ____

SIGNATURE

DATE