



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 _____

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

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) if available from seller		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.		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.
	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.		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 Incorporation, Amendments thereto, and By-Laws (if corporation)		Business debt schedule for each affiliate.
√*	Articles of Organization and Operating Agreement (if LLC)		
√*	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 (if available)
	Construction cost budget on contractor letterhead
	Equipment quotes

√*only need one of these based upon the entity type, Corporation, LLC, or Partnership

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 _____

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

Original Amount \$ _____ Date of the loan _____

Current Balance \$ _____ Status of loan (current, past due, paid off) _____

2. Are you presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction? Yes No

3. Have you been arrested in the past six months for any criminal offense? Yes No

4. For any criminal offense – other than a minor vehicle violation – have you ever: 1) been convicted; 2) plead guilty; 3) pleaded nolo contendere; 4) been placed on pretrial diversion; or 5) been placed on any form of parole or probation (including probation before judgment). Yes No

IF YOU ANSWER "YES" TO 2, 3, OR 4, YOU MUST FURNISH DETAILS ON A SEPARATE SHEET. INCLUDE DATES, LOCATION, FINES, SENTENCES, MISDEMEANOR OR FELONY, DATES OF PAROLE/PROBATION, UNPAID FINES OR PENALTIES, NAME(S) UNDER WHICH CHARGED, AND ANY OTHER PERTINENT INFORMATION. AN ARREST OR CONVICTION RECORD WILL NOT NECESSARILY DISQUALIFY YOU; HOWEVER, AN UNTRUTHFUL ANSWER WILL CAUSE YOUR APPLICATION TO BE DENIED.



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

THIS FORM NEEDS TO BE COMPLETED BY EACH OWNER OF THE BUSINESS AND MAY BE DUPLICATED AS NEEDED.