

RENSSELAER COUNTY JOB DEVELOPMENT PROGRAM

LOAN APPLICATION FORM

PART 1. APPLICANT INFORMATION

Name of Company _____ Corporation Year ____ State ____
Address _____ Partnership Year ____
_____ Sole Proprietorship Year ____
Contact Person _____
Telephone () _____ FAX () _____
Federal ID # _____ Nature of Business _____

List the Standard Industrial Classification (SIC) #s (4 digits) for each activity in which the company is engaged: _____

Company Attorney _____ Company Accountant _____
Firm Name _____ Firm Name _____
Address _____ Address _____
_____ _____
Telephone _____ Telephone _____

Company Officers		Company Principals (Shareholders/Partners)	
Name	Position	Name	% Interest
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(attach additional listing if necessary)

If the borrower of all or any portion of the requested funds will be an individual, partnership, or holding company for the purpose of leasing assets to the company named above, complete the following:

Name _____ Corporation (attach listing of all shareholders)
Address _____ Partnership (attach listing of all partners)
_____ Individual

Explanation _____

• Is the company current in all of its tax obligations? Yes___ No___

Explain: _____

• Is the company delinquent in the payment of any loans? Yes___ No___

Explain: _____

• Has the company been declared in default on any of its loans? Yes___ No___

Explain: _____

• Has the company ever filed for bankruptcy? Yes___ No___

Explain: _____

• Have any of the company's principals ever personally filed for bankruptcy or in any way sought protection from creditors? Yes___ No___

Explain: _____

• Are there currently any unsatisfied judgements against the company? Yes___ No___

Explain: _____

• Are there currently any unsatisfied judgements against any of the company's principals? Yes___ No___

Explain: _____

PART 2. PROJECT INFORMATION

Summary Project Description: _____

Project Costs

Sources of Funds

Property Acquisition _____

Renovations _____

Machinery/Equipment _____

Professional Fees _____

Working Capital _____

Total \$ _____

Bank _____

RENSS. CO. JDP _____

Equity/Cash _____

Total \$ _____

PART 3. REQUIRED EXHIBITS

Exhibit A - Company Background

- a brief narrative describing the company's history
- a description of the company's current operations including products, markets, etc.
- trade references, primary customer listing, and banking relationships
- a description of the company's current operating facilities - both owned and leased
- a summary of the company's current full and part-time employment
- a description of the company's need to undertake the proposed project

Exhibit B - Project Information

- physical description of the proposed project, including any business or residential relocation which may result from the undertaking of the project
- projected new employment for each of the three years following project completion (use the attached forms)
- projected changes in property tax revenues resulting from the project
- source of all project costs shown in Part 2 of this application (vendor quotes, negotiated sales prices, engineer's or contractor's estimates, catalog prices, etc.)
- summary of proposed project financing, including status of other loan applications, sources of equity capital, etc.
- amount of loan assistance requested with this application, proposed repayment terms, and available security

Exhibit C - 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 completed fiscal years
- projected balance sheet and income statement for three years following completion of the project, and projected monthly cash flows for at least the first year 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
- financial statements for each company and/or individual who will act as a guarantor of the requested financing

Exhibit D - 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 realty acquisition and/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

