

REVOLVING LOAN FUND APPLICATION

Name of Business:		Tax ID#:
Address:		Telephone #:
Website:		Date Established:
Applicant:		Telephone #:
Address:		Email:
Co-Applicant:		Telephone #:
Address:		Email:
Structure of Borrower (Check One) [if typing, highlight box and hit 'r' key]		Is this business:
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> S-Corporation	<input type="checkbox"/> New
<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> C-Corporation	<input type="checkbox"/> Existing
<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Other:	

MANAGEMENT & OWNERSHIP

(Proprietor, partners, key personnel, officers, directors and all shareholders 100% ownership must be shown). Use separate sheet if necessary.

Name:	Title:	# Years with Business:
Address		% Owned:
Telephone #:	Email:	
Name:	Title:	# Years with Business:
Address		% Owned:
Telephone #:	Email:	
Name:	Title:	# Years with Business:
Address		% Owned:
Telephone #:	Email:	

OTHER CONTACT INFO

Name of Primary Bank:	# of years:
Contact Name:	Telephone #:
Address:	
Name of Accountant/Bookkeeper:	# of years:
Contact Name:	Telephone #:
Address:	
Name of Business Insurance Company:	# of years:
Contact Name:	Telephone #:
Address:	

BUSINESS INDEBTEDNESS

(Furnish information on installment debts, leases, contracts, notes and mortgages payable)

Whom Payable/Account Number	Original Amount	Outstanding Balance	Maturity Date	Interest Rate	Monthly Payment	Collateral

REFERENCES

Provide five professional references including at least one creditor and one trade reference

Name of Reference:	# of years known:
Relationship:	Telephone #:
Address:	
Name of Reference:	# of years known:
Relationship:	Telephone #:
Address:	
Name of Reference:	# of years known:
Relationship:	Telephone #:
Address:	
Name of Reference:	# of years known:
Relationship:	Telephone #:
Address:	
Name of Reference:	# of years known:
Relationship:	Telephone #:
Address:	

DISCLOSURES

1. Have you or any officers of the company ever declared bankruptcy or defaulted on any financial or contractual obligation? YES ___ NO ___
2. Are you or your business involved in any pending litigation? YES ___ NO ___
3. Are you or your business delinquent on any federal, state or local taxes? YES ___ NO ___
4. Have any of the individuals listed in the "Management & Ownership" section been convicted of a felony? YES ___ NO ___

CERTIFICATION AND CONSENT TO RELEASE OF INFORMATION

I authorize Winchester Economic Development Authority to make inquires as necessary to verify the accuracy of the statements made and to determine by credit worthiness. I certify the above information and statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of obtaining a loan.

Signed: _____

Date: _____

Title: _____

Signed: _____

Date: _____

Title: _____

Additional information to Include with Application

COMPLETE THIS CHECKLIST BY CHECKING THE "YES" BOX IF YOU HAVE SUBMITTED THE INFORMATION OR THE "N/A" BOX IF IT IS NOT APPLICABLE TO YOUR PROJECT. HAVE YOU SUBMITTED:

INDIVIDUAL INFORMATION

YES N/A

- 1. Personal Financial Statement for each owner with twenty percent (20%) or greater ownership or any co-signers and/or guarantors for the requested loan. Form Attached.
- 2. Most recent three (3) years personal Federal Income Tax returns [1040] for each owner with twenty percent (20%) or greater ownership.
- 3. Resumes for individuals listed in "Management & Ownership" section of application..

BUSINESS INFORMATION

- 1. A complete Loan Application
- 2. A business plan and financial proposal. This should include Company history, a discussion of your industry, sales and marketing plans, discussion of competition, need for RLF financing and other matters relevant to your application.
- 3. Balance Sheets, Income Statements and Cash Flow statements for the last three (3) years.
- 4. Federal Income Tax returns prepared for the business for the last three (3) years.
- 5. Aging of Accounts Receivable & Payable dated within 90 days of filing for application.
- 6. Projected Balance Sheets, Income Statements and Cash Flow Statements for three (3) years (first year on a month-by-month basis for new businesses).
- 7. Most recent interim year-end Balance Sheet, Income Statement and Cash Flow Statement for your business.
- 8. List of vendor/supplier cost estimates (including installation) of machinery, equipment, furniture or fixtures to be purchased with the loan.
- 9. An appraisal and a copy of the property sales agreement if your project includes the acquisition of land or building(s).
- 10. List of construction project costs including contractor's estimates if your project involves building renovation or new construction.
- 11. A copy of your lease agreement or a proposed lease agreement (tenant leases for real estate projects). Prior to closing, a fully executed lease agreement and landlord's waiver will be required.
- 12. Copies of all private lender commitment letters detailing the terms and conditions of such.
- 13. Details if you, other stockholders or partners ever defaulted on loan obligations or been involved in bankruptcy proceedings.
- 14. Details if your present company(ies) or any of your past business enterprises ever defaulted on financial or contractual obligations or filed for bankruptcy.
- 15. Details if you or your business is involved in any pending lawsuits or lawsuits.
- 16. Details if you, other stockholders or partners ever were convicted of a felony.
- 17. A copy of the franchise agreement if your business is a franchise.
- 18. A copy your company's organizational documents (i.e. Articles of Incorporation, By-Laws, Partnership Agreement, Fictitious Name Documents, etc.)

