
City of Columbus Loan Programs

As administered by

Community Capital Development Corporation

Loan Application

*When completed, this application provides the
necessary information to process your loan request.
Please be sure to attach all items listed in Section IV.*

Section I: Applicant Identification

There is a fee of \$25 for the processing of a Credit Bureau for the applicant(s).
Make check payable to Community Capital Development Corporation or CCDC.

1. Legal name of Business/Individual(s) applying for loan:

2. Any trade name (dba) used:

3. Is trade name registered in Ohio? YES NO

4. Business Address:

5. Work Phone: _____ Home Phone:

6. Name of contact person:

- 7a. Taxpayer I.D. Number:

- 7b. Duns & Bradstreet Number:

A DUNS number is now a requirement for any business that receives Federal assistance. If a business does not have one, it should call the DUNS number request line at 1-866-705-5711 to obtain a number. The process is free and takes about ten minutes. More information can be found at <http://www.whitehouse.gov/government/fbci/duns-number.html>

8. Do you own any other business(es)? YES NO
If yes, please list names and location(s):

9. Is this business a franchise or license? YES NO
If yes, please list the franchisor or licensor:

- 9(a). Does the business have any other affiliates, subsidiaries, or parents. YES NO
If yes, please list and explain:

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Section II: Loan Request

Please provide details in the business plan

10. Amount of loan requested: \$ _____

11. Description of project or purpose *(include details of what will be purchased with loan proceeds):*

USES OF PROJECT FUNDS

SOURCES OF PROJECT FUNDS

Acquisition (<i>Land & Building</i>):	\$ _____	Equity Investment:	\$ _____
Building Construction/Renovation:	\$ _____	Bank Loans:	\$ _____
Machinery & Equipment:	\$ _____	Government Loans:	\$ _____
Soft Costs (<i>Architectural, Accounting, Engineering Financing Fees, Interest, etc.</i>):	\$ _____	Other:	\$ _____
City Closing Expenses and Fees (<i>Including counsel fees</i>):		Other:	\$ _____
Working Capital:	\$ _____		
Other:	\$ _____		
TOTAL USES	\$ _____	TOTAL SOURCES	\$ _____

Describe uses and sources including any tax abatements, tax credits, etc.:

12. Term desired for loan: _____

13. Source of repayment: _____ Operating Profit _____ Personal Income _____ Other (explain below)

14. Description of Collateral _____ Current Appraised Value (*list ownership*): _____

15. List guarantor(s):

Name _____ Social Security # _____ Address _____
 Relationship to Applicant: _____ Birthdate: _____

Name _____ Social Security # _____ Address _____
 Relationship to Applicant: _____ Birthdate: _____

Name _____ Social Security # _____ Address _____
 Relationship to Applicant: _____ Birthdate: _____

16. Project developer/manager name and address:

Section III: Business Profile

You must complete a separate personal financial statement for each individual that owns 20% or more of the stock, partnership or limited liability company interests of the Applicant and for each guarantor. These personal financial statements must be less than 90 days old.

In case of non-profit organizations, provide comparable documentation on management and board structure.

CORPORATION: YES NO

(If yes, attach a copy of Articles of Incorporation and Code of Regulations/By Laws)

17. Type (Circle): C or S

18. Management, ownership and experience *(Please list all shareholders)*

Name	Title	% Ownership	Years with Company
_____	President	_____	
_____	Vice President	_____	
_____	Secretary	_____	
_____	Treasurer	_____	

GENERAL OR LIMITED PARTNERSHIP: YES NO *(If yes, circle type and attach a copy of Partnership Certificate)*

19. Is there a written partnership agreement: YES NO *(If yes, attach a copy)*

20. Management, ownership and experience *(please list all equity partners)*

Name	Title	% Ownership	Years as Partner
_____	General Partner	_____	
_____	General Partner	_____	
_____	General Partner	_____	
_____	Limited Partner	_____	
_____	Limited Partner	_____	
_____	Limited Partner	_____	

PROPRIETORSHIP: YES NO

21. Owner's Name:

22. Owner's Address:

Number of years owning this business

LIMITED LIABILITY COMPANY: YES NO *(If yes, attach a copy of Articles of Organization)*

23. Is there a written operating agreement? YES NO *(If yes, attach a copy)*

24. Management, ownership and experience:

Name	Title	% Ownership	Years as member or manager
_____	Manager	_____	
_____	Manager	_____	
_____	Member	_____	
_____	Member	_____	
_____	Member	_____	

BUSINESS OPERATION

25. Year and month started/projected to start:

26. Current number of employees: _____ Projected within two years:

Projected Job Description for new employees (full or part time?)	Skill Level	Pay Range
_____	_____	
_____	_____	
_____	_____	
_____	_____	

27. List financial institutions with which business has accounts/and or loans:

Name of Institution	Current Balance	Address	Account Type
_____	\$ _____	_____	
_____	\$ _____	_____	
_____	\$ _____	_____	
_____	\$ _____	_____	
_____	\$ _____	_____	

28. Has the company borrowed from the City of Columbus before? YES NO

If yes, list projects, City funding source(s), approximate date and amount:

INSURANCE

- 29. Do key officer(s)/owner(s) have life insurance: YES NO *If yes, amount of coverage:*
- 30. Who is covered: _____ Name of beneficiary:

- 31. Name of Insurance Company:
- 32. Does applicant have a liability insurance policy? YES NO
If yes, amount of coverage?

MISCELLANEOUS

- 33. Has the Applicant, guarantors, or their officers, general partners, managers or anyone with a 20% or more interest in such entity at any time within the past 24 months been more than 60 days delinquent on any current obligations (including but not limited to income, payroll or real property taxes)?
 YES NO *If yes, please attach explanation(s).*
- 34. Are there any personal/business judgements, unsettled lawsuits, major disputes or criminal litigation pending against the Applicant or any guarantors or their officers, general partners, managers or anyone having a 20% or more interest in such entity?
 YES NO *If yes, please attach explanation(s).*
- 35. Has the Applicant, any guarantor or any of their officers, general partners, managers or anyone having a 20% or more interest in such entity ever been adjudicated a bankrupt or is the subject of a pending bankruptcy proceeding?
 YES NO *If yes, please attach explanation(s).*
- 36. Has the Applicant, any guarantor or any of their officers, general partners, managers or anyone having a 20% or more interest in such entity been convicted of a felony or presently the subject of a complaint or indictment charging a felony? (A felony is defined as an offense punishable by imprisonment for a term exceeding one year, but does not include any offense classified as a misdemeanor under the laws of a state and punishable by imprisonment of two years or less.)
 YES NO *If yes, please attach explanation(s).*
- 37. All the parties who are principals or who are proposed as principals here are listed above and no principals or identities of interest are concealed or omitted.
 YES NO *If yes, please attach explanation(s).*

Applicant shall pay all costs and expenses incidental to obtaining the loan, including but not limited to, all costs and expenses of the City of Columbus, Community Capital Development Corporation and its counsel, whether or not the loan closes. In the event the loan does not close, the City of Columbus or Community Capital Development Corporation shall refund to Applicant any portion of the fees paid to the City of Columbus or Community Capital Development Corporation after payment of all of the above costs and expenses. The information contained herein is true, complete and correct to the best of my knowledge. I certify that I have authority to apply for this loan on behalf of the business described herein. I understand that this information may be made available for public review. The undersigned hereby authorizes and consents to financial institutions providing a copy of its notice of approval or denial of the application, including an explanation of the reasons therefore, to Community Capital Development Corporation. The City of Columbus or its agent is hereby authorized to obtain credit reports on the Applicant, the owners of the Applicant and/or key individuals. By signing below, the undersigned agrees that the business loan will be used for business purposes only and not for household, personal, or consumer usage. I understand that any willful misrepresentation on this statement could result in a fine and/or imprisonment under provisions of the United States Criminal Code U.S.C. Title 18, Section 1001.

Funding is contingent upon the availability of federal funds.

Corporation, Partnership or Limited Liability Company Name:

By: _____ Date
Officer, Partner or Manager

or

Individual Date

Section IV: Application Checklist

Attach the following documentation to complete your application. By attaching such documents, Applicant hereby acknowledges that all such information is true and correct to the best of its, his or her knowledge.

- _____ Business Plan
- _____ Resumes of Principals, including Social Security numbers
- _____ Financial Statement(s) of Applicant, Guarantors and anyone with a 20% or more interest in Applicant or Guarantor (within the past 90 days)
- _____ Executed Federal Income Tax Returns for the last three years
- _____ Financial Statements of Applicant for the last three years
- _____ Documentation on business status
- _____ List of Tangible Fixed Assets each having value of \$250 or more
- _____ List of Accounts Receivable & Payables Aging
- _____ List of Outstanding loans (include current balances, rates, annual principal and interest and security)
- _____ Sources and Uses Summary of total project costs & expenses
- _____ Employment Report as of date of Loan Application
- _____ Minimum two years operating pro forma (include all sources and uses of funds, tax abatements and tax credits)
- _____ Basic construction specifications and cost estimates
- _____ Appraisals: Real and personal property pledged as collateral
Real Estate Acquisition: Summary Appraisal
Machinery and Equipment Acquisition: Liquidation Appraisal

Disclosure Statement

Economic Development loan programs are Federally funded and are subject to various rules and regulations. One such regulation prohibits persons who exercise any functions or responsibilities with respect to the Economic Development loan programs or who are in a position to participate in decision-making or gain inside information from obtaining a personal or financial interest, or other benefit, from the Program for themselves or others with whom they have family or business ties. In order to comply with these regulations we must ask persons who seek to participate in Economic Development loan programs a series of questions to determine if a potential conflict of interest exists. If you answer "NO" to these questions, you are entitled to seek participation or assistance from the Program. If you answer "YES" to any of these questions, your eligibility to participate in the Program will be determined following a review of the information you supply.

DISCLOSURE STATEMENTS

Are you currently employed by the City of Columbus? YES NO

Were you employed by the City of Columbus during the past 12 months? YES NO

POSITION: _____ DEPARTMENT OR DIVISION: _____

Do you have family or business ties with any person who is or was, within the past twelve months, an employee, consultant, agent, elected official or appointed official of the City of Columbus? YES NO

If yes, indicate the person(s), position(s) and relationship:

NAME	POSITION	RELATIONSHIP
_____	_____	
_____	_____	
_____	_____	

Have you served as a consultant to the Department of Trade and Development within the past 12 months?
 YES NO

If yes, indicate nature of the consultant activity:

Are you a U.S. citizen? (proof may be required) YES NO

I hereby certify that the information given is true and complete to the best of my knowledge and belief.

SIGNATURE: _____ DATE: _____

For Internal Office Use Only

Business Development Fund

Working Capital Fund

HUD 108 Fund

Enterprise Community

_____ Census Tract

_____ Low/Mod%

Project Person: _____ Date:

REVIEWED BY: _____ APPROVED REJECTED DATE:

REASON FOR APPROVAL OR REJECTION:

COLUMBUS/0504223.01 (February 2, 1999)