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# Grove City Town Center Loan Program

administered by

**Community Capital Development Corporation**

## *Loan Application*

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*When completed, this application should provide the necessary information to process your loan request. Please be sure to attach all items listed in Section IV. Additional information may be requested during the review process.*

Community Capital Development Corporation  
900 Michigan Avenue  
Columbus, Ohio 43215-1165  
614-645-6171 x 222 or 227  
614-645-8588 fax

# Disclosure Statement

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*Economic Development loan programs 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 Grove City?  YES  NO

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

**POSITION:**

Do you have family or business relationships 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 Grove City?  YES  NO

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

<b>NAME</b>	<b>POSITION</b>	<b>RELATIONSHIP</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you served as a consultant to the Grove City Development Department or Finance Department 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: \_\_\_\_\_

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# Section I: Applicant Identification

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

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2. Any trade name (dba) used:

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3. Is trade name registered in Ohio?  YES  NO

4. Business Address: \_\_\_\_\_

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5. Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

6. Name of contact person: \_\_\_\_\_

7. Taxpayer I.D. Number: \_\_\_\_\_

8. Dun & Bradstreet Number: \_\_\_\_\_

A DUNS number is now a requirement for any business that receives Federal assistance. If your business does not have one, you can 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/fbc/duns-number.html>

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

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

11. 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*

12. Amount of loan requested: \$ \_\_\_\_\_

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

**USES OF PROJECT FUNDS**

**SOURCES OF PROJECT FUNDS**

Acquisition (*Land & Building*): \$ \_\_\_\_\_

Equity Investment: \$ \_\_\_\_\_

Building Construction/Renovation: \$ \_\_\_\_\_

Bank Loans: \$ \_\_\_\_\_

Machinery & Equipment: \$ \_\_\_\_\_

Government Loans: \$ \_\_\_\_\_

Soft Costs (*Architectural, Accounting, Engineering Financing Fees, Interest, etc.*): \$ \_\_\_\_\_

\$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

CCDC Closing Expenses and Fees  
(*Including counsel fees*):

Other: \$ \_\_\_\_\_

Working Capital: \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

TOTAL USES: \$ \_\_\_\_\_

TOTAL SOURCES: \$ \_\_\_\_\_

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

14. Term desired for loan: \_\_\_\_\_

15. Source of repayment: \_\_\_\_\_ Operating Profit: \_\_\_\_\_ Personal Income: \_\_\_\_\_  
Other (explain below)

16. Description of Collateral: \_\_\_\_\_ Current Appraised Value (*list ownership*): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. List guarantor(s):

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to Applicant:

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to Applicant:

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to Applicant:

18. Project developer/manager name and address: \_\_\_\_\_

\_\_\_\_\_

## Section III: Business Profile

*You must include a separate personal financial statement for each individual that owns 20% or more of the stock, partnership or limited liability company of the Applicant and 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)*

19. Type (Circle): C or S

20. Management, ownership and experience *(Please list all shareholders separately if other than those listed in management)*

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)*

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

22. 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

23.    Owner's Name: \_\_\_\_\_

24.    Owner's Address: \_\_\_\_\_  
\_\_\_\_\_

Number of years owning this business: \_\_\_\_\_

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

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

26.    Management, ownership and experience:

<b>Name</b>	<b>Title</b>	<b>% Ownership</b>	<b>Years as member or manager</b>
_____	Manager	_____	_____
_____	Manager	_____	_____
_____	Member	_____	_____
_____	Member	_____	_____
_____	Member	_____	_____

**BUSINESS OPERATION:**

27.    Year and month started or projected start date:

28.    Current number of employees: \_\_\_\_\_    Projected within two years:

<b>Projected Job Description for new employees (Full or part time? Use additional paper if necessary)</b>	<b>Skill Level</b>	<b>Pay Range</b>
_____	_____	_____ to _____
_____	_____	_____ to _____
_____	_____	_____ to _____

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

<b>Name of Institution</b>	<b>Current Balance</b>	<b>Address</b>	<b>Account Type</b>
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____

30.    Has the company borrowed from CCDC or the City of Grove City before?    YES    NO

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

**INSURANCE:**

31. Do key officer(s)/owner(s) have life insurance:  YES  NO *If yes, amount of coverage:*
32. Who is covered: \_\_\_\_\_ Name of beneficiary: \_\_\_\_\_  
\_\_\_\_\_
33. Name of Insurance Company: \_\_\_\_\_
34. Does applicant have a liability insurance policy?  YES  NO  
*If yes, amount of coverage?* \_\_\_\_\_

**MISCELLANEOUS:**

35. Has the Applicant, guarantors, 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).*
36. Are there any personal/business judgements, unsettled lawsuits, major disputes or criminal litigation pending against the Applicant or any guarantors, officers, general partners, managers or anyone having a 20% or more interest in such entity?  
 YES  NO *If yes, please attach explanation(s).*
37. Has the Applicant, any guarantor, officers, general partners, managers or anyone having a 20% or more interest in such entity ever been adjudicated a bankruptcy or is the subject of a pending bankruptcy proceeding?  
 YES  NO *If yes, please attach explanation(s).*
38. Has the Applicant, any guarantor, 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).*
39. All the parties who are principals or who are proposed to be 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 Community Capital Development Corporation and its counsel, whether or not the loan closes. Upon the closing of the loan, the Applicant shall pay a fee of 1% of the amount of the City Loan made payable to the City of Grove City.*

*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 the Community Capital Development Corporation. The Community Capital Development Corporation 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.*

***I understand financing is contingent upon the availability of funds.***

Corporation, Partnership or Limited Liability Company Name:

By: \_\_\_\_\_  
Officer, Partner or Manager Date

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/Business 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 and Payables Aging
- \_\_\_\_\_ List of Outstanding loans (include current balances, rates, annual principal, interest and security)
- \_\_\_\_\_ Sources and Uses Summary of total project costs and 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 (if applicable)
- \_\_\_\_\_ Appraisals: Real and personal property pledged as collateral  
Real Estate Acquisition: Summary Appraisal  
Machinery and Equipment Acquisition: Liquidation Appraisal