

# LIVINGSTON COUNTY DEVELOPMENT CORPORATION LOAN APPLICATION FORM

# Introduction

The applicant is responsible for the submission of a complete application package which includes:

- 1. Completed application and all supporting documents requested within
- 2. Non-refundable application fee of \$500 (\$250 due with application and \$250 due at closing)

  Make Payable to Livingston County Development Corporation

Any application that is incomplete or contains insufficient information and supporting documentation will be returned to the applicant.

# Business plan Personal tax return for 3 years including all schedules Monthly cash flow projections for year 1 and annual cash flow for years 2 & 3 Listing of uses and sources of funds List of customers and suppliers Personal financial statement(s) for business owner(s) Resume(s) for owner(s) and management Copies of all permits and licenses necessary to operate business Company product/service brochure/samples/other information Personal credit report for all owners with more than 10% ownership Additional for Existing Businesses only: Business tax return for 3 years Financial statements (3 years if applicable) Receivable and payable aging

\*Please include any additional information that you feel may be relevant to your loan application

<sup>\*</sup>Please fully complete all loan application forms

# **Livingston County Development Corporation**

# **LOAN APPLICATION FORM**

# **SECTION 1. APPLICANT INFORMATION**

Applicant Name:					
Home Address:		Cl	ΓY S	STATE	ZIP
Home Phone:	Cell Phone:				
Email Address:	ocii i none.				
Liliali Address.					
Business Name:					
Business Address:					
Basiness Address.		CIT	Y S	STATE	ZIP
Mailing Address:					
		CIT	Y S	STATE	ZIP
Business Phone:			FORM C	OF OWNERS	SHIP:
Business Fax:		D D	Corporation Partnership	Year Year	State
Federal ID #:		D	L.L.C.	Year	State
DUNS #:		D D	L.L.P. Sole	Year Year	State
			Proprietorship	p	
Nature of Business-	please provide a detailed description of the business	s an	d indicate if	f it is new or	existing

Company Attorney:					
Firm Name:					
Address:					
			CITY	STATE	ZIP
Phone:		Fax:			
Company Accountant:					
Firm Name:					
Address:					
			CITY	STATE	ZIP
Phone:		Fax:			
Loan Officer:					
Bank Name:					
Address:					
			CITY	STATE	ZIP
Phone:		Fax:			

Ownership (Shareholders / Partners)	% interest	Company Officers	Position

			Yes	No					
Is the company or owner delin	nquent in the payment of a	ny state or municipal property taxes?	103	110					
Is the company or owner delin									
Is the company or owner delin									
Is the company or owner curr									
Are there currently any unsat	Are there currently any unsatisfied judgments against the company?								
Are there currently any unsat	isfied judgments against ar	ny of the company's principals?							
Has the company ever filed for	or bankruptcy?								
Have any of the company's p	rincipals ever personally fil	ed for bankruptcy or in any way sought							
protection from creditors?									
Are any of the company's prin									
		you been delinquent in the past 12							
months in the payment of you									
If the answer to any of th and on additional pages		Yes," please provide additional co	mments in the s	space below					
and on additional pages	ii iicccssury.								
PART 2. PROJECT IN	FORMATION								
Summary Project Descripti	on:								
Project Costs		Sources of Funds							
Property Acquisition	\$	Bank	\$						
New Construction	\$								
Renovation									
Machinery / Equipment			•	<del></del>					
Furnishings / Fixtures	\$ \$		<u> </u>						
Fees / Soft Costs	\$ \$		-	· · · · · · · · · · · · · · · · · · ·					
1 663 / 3011 60313	Ψ		Ψ						

Inventory

Working Capital

Total

Total

**Current Employment.** Complete the following table for all employment of the business as of the date of this application. Do not include temporary employees, subcontracted labor, or positions filled by contracted labor through an agency.

Job Category	# of Full- Time Positions	# of Part- Time Positions	Average Part-Time Hours Per Week
Management			
Production (including supervisory, shipping, etc.)			
Services (including retail)			
Sales (including retail)			
Administrative, Clerical & Maintenance			
Other (specify)			
Totals			

### (attach additional listing as necessary)

**Projected Employment.** Complete the table below for all new employment positions expected to be created within three (3) years of the date of this application, assuming that Livingston County loan financing is made available for the project described in this application. Do not consider projected turnover of employees.

Specific Job Title	# Full- Time	# Part- Time	Average Part-Time Hours Per Week	Salary / Wage (average or range)	Requisite Skills, Education or Experience (indicate if training is provided by the company)
Totals					

(attach additional listing as necessary)

### PART 3. REQUIRED EXHIBITS

### Exhibit A - Company Background

- a brief narrative describing the company's history, current operations, products, markets, management, etc.;
- trade references, primary customer listing, and banking relationships;
- a description of the company's current operating facilities both owned and leased.

### Exhibit B - Project Information

- description of the proposed project and the company's need to undertake it;
- · 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.);
- details regarding other project financing including status of other loan applications, terms, conditions, and security for all financing, sources of equity capital, and current lien status for all company assets;
- 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;
- 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;
- Federal and State income tax returns of the company for the last three years;
- projected balance sheet and income statement for three years following completion of the project, projected monthly cash flows for at least the first year following completion of the project, and projected profit and loss statement for the first year following completion of the project;
- signed personal financial statements (either on a standard bank form or in a comparable format) for each principal owning at least 20% of the company; (See attached sample form)
- for each owner of a Sole Proprietorship, Partnership, L.L.C., or L.L.P., the personal Federal and State income tax returns for the last three years;
- financial statements for any other company or individual who will act as a guarantor of the requested financing

### Exhibit D - Additional Information (as applicable)

- 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.

### **Credit Report**

Livingston County Development Corporation will need a copy of a personal credit report for all owners who own *more than 10%* of the business.

Please visit <a href="www.annualcreditreport.com">www.annualcreditreport.com</a>. You will have a choice of which credit bureau you want your credit report from. Please select TransUnion. Next, you will be asked if you also want to obtain your credit score, please ask for your credit bureau score to be obtained from TransUnion also. There may be a small fee for the credit score.

Please submit your credit report with your loan application.

### PART 4. DECLARATIONS

I (we) attest that to the best of my (our) knowledge and belief, the information contained in the foregoing application is correct and true. I (we) am (are) aware that the filing of a false instrument in connection with this application may constitute an attempt to defraud the County of Livingston and may be a felony under the laws of the State of New York. I (we) agree to abide by the provisions of all applicable local, state and federal laws pertaining to falsification of any item contained herein or fraudulent misrepresentation of my (our) business.

I (we) further authorize the County of Livingston to order credit reports and/or other information on my (our) personal financial background (if signatory(ies) is (are) an owner(s) of the company seeking financial assistance) and on the financial background of the company seeking financial assistance.

I (we) acknowledge that this application is not a legally binding document for purposes of receiving loan monies. This loan request may be withdrawn at any time prior to a formal closing of the loan, subject to the terms and conditions of any written loan commitment offered by the County of Livingston or its agent. However, this application is being submitted in good faith as a request for loan funds.

If Applicant is a sole proprietors sign below:	hip or partnership,	If Applicant is a corporation, L.L.C., or L.L.P., sign belo				
Signature	Date	Name of Corporation or Company				
Printed Name and Title		Authorized Signature	Date			
Signature	Date	Printed Name and Title				
Printed Name and Title						

No person in the United States shall, on the ground of race, color, creed, religion or national origin or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any project assisted with Community Development Block Grant Funds.

ACKNOWLEDGMENT OF SIGNATORY(IES)
State of New York )
State of New York ) )ss County of )
On the day of in the year 20 before me, the undersigned, a Notary Public in and for said state, personally appeared to me known or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.
Signature of Notary Public
Loan Applicant: Office or Capacity of signatory(ies): Notary Stamp:
ACKNOWLEDGMENT OF SIGNATORY(IES)
State of New York ) )ss County of )
On the day of in the year 20 before me, the undersigned, a Notary Public in and for said state, personally appeared to me known or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.
Signature of Notary Public
Loan Applicant: Office or Capacity of signatory(ies): Notary Stamp

# PERSONAL FINANCIAL STATEMENT

# As of:

Complete this form for: (1) each proprietor, or (2) each limited partner who owns 20% or more interest and each general partner, or (3) each stockholder owning 20% or more of voting stock and each corporate officer and director, or (4) any other person or entity providing a guaranty on the loan.								
Name Business Phone								
Residence Address				Re	esidence Phone			
City, State, & Zip Code								
Business Name of Applicant/Borrower								
ASSETS	(Omit	Cents)		LIABILIT	TES	(Omit Cents)		
Cash on hands & in Banks		·	Accounts Paya	ble				
Savings Accounts			Notes Payable	to Banks and Others	(Describe in Section 2)			
IRA or Other Retirement Account			Installment Acc	ount (Auto) Monthly	y Payment \$			
Accounts & Notes Receivable			Installment Acc	count (Other) Monthl	y Payment \$			
Life InsuranceCash Value Only (Complete Section 8)			Loans on Life I	nsurance				
Stocks & Bonds (Describe in Section 3)			Mortgages on F	Real Estate (Describ	e in Section 4)			
Real Estate (Describe in Section 4)			Unpaid Taxes	(Describe in Section	6)			
Automobile(s)Present Value			Other Liabilities (Describe in Section 7)					
Other Personal Property (Describe in Section 5)			Total Liabilities					
Other Assets (Describe in Section 5)			Net Worth					
Total					Total			
Section 1. Sources of Income			C	ontingent L	iabilities			
Salary			As Endorser	or Co-Maker				
Net Investment Income			Legal Claims	& Judgments				
Real Estate Income			Provision for Federal Income Tax					
Other Income (Describe Below)*		-	Other Specia	I Debt				
Description of Other Income in Section 1.								
* Alimony or child support payments need not be total income.	disclosed in	n "Other	Income" unles	ss it is desired to	have such payments co	ounted toward		
Section 2. Notes Payable to Bank and Others	(Use attac statement			Each attachment	must be identified as a p	part of this		
Name & Address of Noteholder(s)	Original Balance	Current Balance						

Section 3. Stocks	and Bonds.							
Number of Shares		Name of Securities		Cost		t Value /Exchange	Date of Quotation/Exchange	Total Value
Section 4. Real Es	state Owned.							
		Property A		Pr	roperty B		Property C	
Type of F	Property							
Name & A	Address							
of Title Holder								
Date Pur	chased							
Original Cost								
Present Market Va	alue							
Name & A	Address							
of Mortgage Hold	er							
Mortgage Balance	•							
Amount of Payment	per Month/Year							
Status of Mortgag	je							
Section 5. Other	Personal Property	and Other Assets.						
Section 6. Unpaid	Taxos							
Section 6. Onpaid	Taxes.							
Section 7. Other L	iabilities.							
Section 8. Life Ins	surance Held. (Fa	ce amount, cash surrender va	lue, insurar	nce com	pany, and	beneficiary)		
I authorize the Le	nder to make inqu	iries as necessary to verify th	e accuracy	of the s	tatements	made and to	o determine my	
creditworthiness.	I certify the above are made for the	e and the statements contained purpose of either obtaining a	ed in the att	tachmen	nts are true	and accura	te as of the stated date	
Signature:			Date:			Social Secu	rity Number:	
Signature:			Date:			Social Secu	rity Number:	
			l					