

CITY OF LOCK HAVEN

COMMERCIAL REVOLVING LOAN PROGRAM – SUMMARY SHEET

A. BUSINESS: Name: _____

Address: _____

DUNS # (required) _____

(instructions on obtaining a DUNS Number is attached)

B. CONTACT: Name: _____

Address: _____

Telephone: _____

C. PROJECT FINANCING:

Revolving Loan Amount Requested: \$ _____

Other Public Loans Requested: \$ _____

Bank Financing \$ _____

Amount of Private Equity: \$ _____

TOTAL PROJECT COST ESTIMATE \$ _____

D. EQUITY:

Amount of Cash Available: \$ _____

Amount of Non-Cash Equity: \$ _____

Type of Non-Cash Equity: _____

E. JOBS:

Number of Existing Jobs On-Site: _____

Number of Existing Jobs Off-Site: _____

Number of New Jobs Created On-Site: _____

TOTAL JOBS AT PROJECT SITE _____

CITY OF LOCK HAVEN

COMMERCIAL REVOLVING LOAN PROGRAM APPLICATION

A. GENERAL INFORMATION:

1. Applicant: Name: _____
- Address: _____
- Telephone: _____ (home)
- _____ (work)
- E-Mail: _____
2. Business: Name: _____
- Address: _____
- Contact: _____
- Title: _____
- Telephone: _____
3. Ownership: Private Corporation: _____
- General Partnership: _____
- Sole Proprietorship: _____
- Non-Profit Corporation: _____

4. Principals: Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

A. GENERAL INFORMATION: (Continued)

5. Principal Business Activity: _____

6. Product Line(s): _____

7. Date Company Was Established: _____

8. Use of Loan Funds: Renovation or Addition: _____

Machinery & Equipment: _____

Working Capital/Inventory: _____

Professional Fees: _____

B. PROJECT DESCRIPTION:

1. Building Renovation or Addition:

Location/Address: _____

Construction Cost: _____

Existing Size: _____ sq. ft.

Addition Size: _____ sq. ft.

Number of Stories: _____

Contractor's Name: _____

Architect/Engineer: _____

Brief Description: _____

2. Machinery and Equipment:

<u>Manufacturer</u>	<u>Model Number</u>	<u>Cost</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. PROJECT DESCRIPTION: (Continued)

Cost to Install Equipment: _____

Contractor/Installer Name: _____

3. Working Capital or Inventory:

Inventory: _____

Amount/Cost: \$ _____

Salaries: \$ _____

Other: \$ _____

4. Professional Fees:

Attorney: \$ _____

Fee Amount: \$ _____

Appraiser: \$ _____

Fee Amount: \$ _____

Architect: \$ _____

Fee Amount: \$ _____

Engineer: \$ _____

Fee Amount: \$ _____

Other: \$ _____

C. SUPPLEMENTAL DOCUMENTATION:

1. Attach a brief business plan which describes the background and history of the company, products produced, market area, employment history and projects, and an analysis of what the proposed project will accomplish.
2. Attach a copy of the deed to the property.
3. Attach a copy of the existing lease agreement, if applicable.

4. Attach a copy of the architectural plans for renovations, etc., if applicable.
5. Attach a contractor's bid for construction or renovation work, if applicable.

C. SUPPLEMENTAL DOCUMENTATION: (Continued)

6. Attach a quotation from a supplier and installer for new machinery and equipment, if applicable.
7. Attach a copy of the articles of incorporation, partnership agreement, or other documentation evidencing ownership.
8. For existing companies, please submit the Federal Tax Returns for the past two years or audited financial statements.
9. Attach a three year cash flow and pro forma for this project, showing the new debt service and a listing of the assumptions.
10. Personal financial statements will be required of principals in partnerships, proprietorships or closely held corporations.
11. Attach a resume for all persons listed as principals, including their background experience.

APPLICATION FORMS WILL NOT BE PROCESSED UNLESS COMPLETE APPLICATIONS AND ACCOMPANYING DOCUMENTATION IDENTIFIED IN ITEMS (1) THROUGH (11) ARE RECEIVED.

D. ASSURANCES:

1. The undersigned hereby certifies that all information contained in this application is true and correct, and is complete to the best of his/her knowledge.
2. The undersigned and the company agree that they will not discriminate on the grounds of race, color, sex, religion, marital status, handicap, age or national origin in their hiring practices.
3. The undersigned hereby agrees to comply with all state and local regulations in regard to the construction work, labor, zoning and environmental conditions.
4. The undersigned agrees to enter into a loan agreement with the Lock Haven Commercial Loan Program Committee for: the loan of the funds, pay back of the funds, and; the provision to provide the stated number of new jobs; etc.

NONDISCRIMINATION STATEMENT

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice), or (202) 72-6382 (TDD).

I have read the above assurances and hereby agree to abide by them:

Owner/Principal

Date

SEAL

Secretary

(updated 2/19/10)