

CITY OF MONTGOMERY REVOLVING LOAN FUND APPLICATION

**I. GENERAL INFORMATION**

Name of Business: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Social Security: \_\_\_\_\_

Other contacts or application assistance providers:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of Business:

☐ Sole  
Proprietorship  
☐ Limited  
Partnership

☐ Corporation  
☐ Limited Liability  
Partnership

☐ General  
Partnership  
☐ Other:  
\_\_\_\_\_

If a corporation, provide the name(s) and address(s) of shareholders that own 20% or more of outstanding shares of the corporation.

Name:	Address:

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If a partnership, provide name(s) and address(s) of all partners.

Name:	Address:

Has your business ever filed bankruptcy?

☐ No

☐ Yes, if yes, please explain:

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## II. NATURE OF LOAN REQUEST

Amount of Loan request: \$ \_\_\_\_\_ Total Project Cost: \$ \_\_\_\_\_

☐ New Business

☐ Business Expansion

#of jobs to be created: \_\_\_\_\_

# of existing jobs: \_\_\_\_\_

# of jobs retained: \_\_\_\_\_

## III. FINANCING PURPOSE AND SOURCE

How and what funds will be used to finance project? (dollar amounts)

	RLF	Bank Loan	Equity	Other	Total
Property Acquisition					
Site Improvements					
Building Renovation					
New Construction					
Machinery/Equipment					
Inventory Purchase					
Working Capital					

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Job Training					
Other (specify)					
Total Project Cost					

## IV. FINANCING TERMS AND CONDITIONS

	RLF	Bank Loan	Equity	Other
Dollar Amount				
% of Project Cost				
Term (years)				
Interest Rate				
Collateral Offered				
Lien Position				

Name of participating Bank: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone # \_\_\_\_\_

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

Name of participating Bank: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone # \_\_\_\_\_

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

Other Lender: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone # \_\_\_\_\_

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

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### **V. BUSINESS PLAN OUTLINE**

- A. History of Business
- B. Market Analysis
  - 1. Description of Product Line
  - 2. List of current competitors
  - 3. Product pricing
  - 4. Advertising methods
  - 5. Sales promotion
- C. Products
  - 1. Description of Product Line
  - 2. Proprietary position of patents, copyrights, legal and technical considerations
  - 3. Comparison to Competition
- D. Manufacturing Process
  - 1. Materials
  - 2. Production methods
- E. Financial Projections
  - 1. Provide monthly cash flow analysis for next 12 months
  - 2. Provide profit and loss statement for last three years, current year-to-date, and two-year projection
- F. List of Existing Business Debt
  - 1. List outstanding balance, interest rate, term, maturity date, and collateral on all existing debt.
- G. Statement of Proposed Collateral
  - 1. Provide a detailed list of all collateral offered, its value and security position by funding sources.
- H. Resumes
  - 1. Include resumes of all principals who have significant financial interest in the business.
- I. Commitment Letters
  - 1. Include commitment letters from banks or others stating the terms and conditions of their participation.
- J. Affiliates
  - 1. Description of any affiliates or subsidiaries of business or principals requesting assistance, as well as balance sheets and income statements for past two years in such affiliates or subsidiaries.
- K. Appraisals/Lease Agreements/Purchase Agreements
  - 1. Provide a current independent appraisal for any real property subject to the loan request and/or offered as major collateral to secure the loan. Also, include copies of existing or proposed lease(s), purchase agreements, or other financial arrangements pertaining to the subject property.
- L. Partnership Certificate of Authorization or Corporate Certificate of Authority and Incumbency

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**VI. OTHER REQUIRED DOCUMENTS**

- A. Copy of last year's submitted business income tax statement
- B. Copy of last two year's submitted personal income tax statement
- C. Evidence of payment of last quarter's payroll tax
- D. Evidence of Workers' Comprehensive and Liability insurance coverage

Signature of Applicant(s)

I have willfully furnished this information to the Montgomery Economic Development Authority for the purpose of applying for a loan. I (we) understand that this information will (may) be reviewed by City staff, the EDA Board, and City Council. I (we) further authorize the EDA staff to be in contact with those individuals and institutions involved in the propose project.

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Applicant's Signature Date

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