



Revolving Loan Request Form

Applicant Company Name			
Address	City	State	Zip
Date established	Phone	Fax	
Type of Entity <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> LLC <input type="checkbox"/> Other:			
Number of Employees Existing: Proposed:			
Accountant (Name/Address/Phone)	Attorney (Name/Address/Phone)	Bank Name (Name/Address/Phone)	
Ownership of Applicant Company List all owners by title (100% of OWNERSHIP MUST BE IDENTIFIED):			
Name	Title	% of Ownership	
<input type="checkbox"/> Yes <input type="checkbox"/> No Affiliates: Does the applicant entity or any individual listed in the ownership section above have any ownership interest in or control of any other company? <i>If yes, please identify below:</i>			
Company Name	Owner	% of Ownership	
Estimated Project Cost			
<input type="checkbox"/> Land Acquisition	\$		
<input type="checkbox"/> New Building Construction	\$		
<input type="checkbox"/> Land and Building Acquisition	\$		
<input type="checkbox"/> Building Improvements	\$		
<input type="checkbox"/> Acquisitions of Machinery/Equipment	\$		
<input type="checkbox"/> Inventory Purchase	\$		
<input type="checkbox"/> Business Acquisition	\$		
<input type="checkbox"/> Working Capital Include specific items i.e. payroll, utilities, etc. in parenthesis ().	\$		
Total Project Amount	\$		
For Commercial Real Estate Purchase: Under what name(s) do you wish to take title?			
Signature of all 20% or more owners	Date		
1)			

2)	
3)	
4)	

History of Business

Name of Business: _____

Tell us about your business. If available, provide brochures, articles, or other materials that explain more about your company, products, or services.

Business Type

- | | | |
|--|--|---|
| <input type="checkbox"/> Construction | <input type="checkbox"/> Finance, Insurance, Real Estate | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Retail Trade | <input type="checkbox"/> Services |
| <input type="checkbox"/> Wholesale Trade | <input type="checkbox"/> Other (describe) _____ | |

List all types of Products/Services

Describe your Customer Type/Target Market

List Key Customers

List Major Customers

Describe your Company's Competitive Advantage

Describe Future Plans for Growth/Expansion

Signature _____ Date _____

Business Debt Schedule

Company Name _____ Date _____

This schedule should include loans, capitalized leases, contacts/notes payable and lines of credit; not accounts payable or accrued liabilities.

Creditor Name/Address	Original Date	Original Amount	Term or Maturity Date	Present Balance	Interest Rate	Monthly Payments	Collateral or Security	Purpose of Loan*
Total Present Balance								

*Operating line of credit, equipment, etc.

Signature _____ Date _____

Management Resume

Instructions: This form should be completed by all management who own 20% or more of the company. Please fill in all spaces, use your full legal name, no initials please. If an item is not applicable, please indicate. You may include additional relevant information on a separate exhibit.

Name _____ SS# _____
First Middle Last

Date of Birth __/__/__ Place of Birth: _____

Residence Phone () _____ Business Phone () _____

Residence Address _____
Street City State Zip

Spouse's Name _____ SS# _____

- ☐ Yes ☐ No Are you a U.S. Citizen?
If no, please provide Alien Registration Card copies (front and back).
- ☐ Yes ☐ No Are you presently under indictment, on parole or probation?
If yes, please provide details on a separate exhibit, titled "Exhibit A".
- ☐ Yes ☐ No Have you ever been charged, arrested, or convicted for any criminal offense other than a minor motor vehicle violation?
If yes, please provide details on a separate exhibit, titled "Exhibit B"
- ☐ Yes ☐ No Are you involved in any lawsuits at this time or have you filed for personal or business bankruptcy protection.
If yes, please provide details on a separate exhibit, titled "Exhibit C"
- ☐ Yes ☐ No Have you ever been known under any other name(s)?
If yes, please provide name(s). _____

Education

College or Technical Training (Name & Location)	Dates Attended (From/To)	Major	Degree or Certificate
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Work Experience Attach a list of your work experience within the last 10 years, beginning with present employment. You may attach a resume containing the same information.

- ☐ Yes ☐ No Are you a member of a professional association?
If yes, name: _____

Signature _____ Date _____

Personal Financial Statement

Instructions: This form should be completed by all management who own 20% or more of the company.

Applicant Name: _____ **Date:** _____

For the purpose of securing credit from time to time with you, I furnish the following as a true and correct statement of my financial condition on the date stated above, and agree to notify you of any material changes affecting my financial condition. In the absence of such notice, this is to be considered a continuing statement that my ability to pay has not fallen below the condition set forth herein.

ASSETS		LIABILITIES	
Cash (Schedule A)	\$	Notes Payable to Banks (Schedule A)	\$
Stocks and Bonds		Notes Payable to Relatives (Schedule A)	
Accounts and Notes Receivable		Notes Payable to Others (Schedule A)	
Due from relatives and friends		Accounts Payable	
Due from others – good		Federal & State Income Taxes Payable	
Doubtful		Other Accrued Taxes & Interest	
Real Estate Owned (Schedule C)		Installment Contracts Payable	
Cash Surrender Value Life Insurance (Schedule D)		Loans against Life Insurance (Schedule D)	
Other Assets (itemize):		Other Liabilities (itemize):	
		TOTAL LIABILITIES	
		NET WORTH	
TOTAL \$		TOTAL \$	
Amount of Assets Pledged	\$	Amount of Liabilities Secured	\$

Annual Income: Salary \$ _____ Fees or Commission \$ _____ Other \$ _____

Business or Occupation _____ Name of Employer _____

Are you a partner or an officer in any other business venture? _____

Age? _____ Marital Status? _____ Spouse's Name _____ No. of Dependents? _____

Are there any unsatisfied judgments or legal actions pending against you?

Have you ever gone through bankruptcy or made a general assignment?

As of the date of this financial statement, I had not pledged, assigned, hypothecated or transferred the title to any of my assets, except as noted on this form or on a supporting schedule, nor has any such action been taken since that date, except as follows (give details):

CONTINGENT LIABILITIES: As endorser or co-maker _____

On receivable discounted or sold _____ As guarantor _____

On leases, mortgages, or contacts _____ Unsettled claims _____

Other (itemize) _____

(Please complete all schedules and fill in all the blanks. Insert "None" if appropriate)

Schedule A

CASH BALANCES AND BANK LOANS

(Please attach bank statements for verification)

Name of Noteholder	Original Balance	Current Balance	Payment Amount	Payment Frequency	How Secured or Endorsed, Type of Collateral
	\$	\$	\$		
	\$	\$	\$		
	\$	\$	\$		
	\$	\$	\$		
	\$	\$	\$		
	\$	\$	\$		
	\$	\$	\$		

Schedule B

STOCKS AND BONDS

Shares or Bonds	Name of Security	In Name of	Market Value	If Pledged State to Whom
			\$	
			\$	
			\$	
			\$	

Schedule C

REAL ESTATE OWNED

% Ownership	Location, Type of Property and Date Acquired	Title in Name of	Cost	Recent Appraised Value	Mortgage Amount Due
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
Are there any other liens against any of the above property?					
Are there any mortgage payments, interest, or taxes in arrears?					

Schedule D

LIFE INSURANCE

Face Amount	Name of Company	Beneficiary	Type of Policy	Cash Value	Loan Against Policy
				\$	
				\$	
				\$	
Are any of the above policies assigned except for loans as shown?					

The foregoing statement is true and correct and may continue to be considered at least as favorable as shown until otherwise notified in writing by the undersigned.

Signature of Applicant

Date

Print Name

Date

Environmental Questionnaire

When evaluating your application, the Athens Loan Review Council will make inquiries into the past and present environmental condition of your business location and the properties adjacent to it. We may request further environmental information from you or from an environmental professional prior to final approval and funding. We rely upon your careful and thorough responses to our environmental inquiries. However, **we are not environmental experts, and you should not rely on any of our environmental inquiries or conclusion in any way.**

Applicant: _____

Address of proposed business location: _____

Present use of location: _____

Proposed use of location: _____

☐ Yes ☐ No Are any substances being used on the property which require permits or other regulatory control?
If yes, please describe the substances and provide evidence of regulatory compliance.

☐ Yes ☐ No Will any substance be used by the proposed business which requires permits or other regulatory control?
If yes, please describe the substances and provide evidence of regulatory compliance.

☐ Yes ☐ No Are you aware of any past or present environmental issues regarding the proposed location?
If yes, please describe.

☐ Yes ☐ No Are you presently aware of any environmental issues which may affect you or the proposed business?
If yes, please describe.

☐ Yes ☐ No Are you aware of any past or present underground storage tanks at the proposed location?
If yes, please describe.

Please provide additional attachments where necessary.

Signature of Applicant

Date

Print Name

Date

APPLICATION CERTIFICATION AND AUTHORIZATION

To all consumer reporting agencies, to all creditors, depositories, and employers of the Undersigned, please be advised that the undersigned, and each of them has made an application to

_____ (Lender) requesting an extension of credit to the undersigned.

Therefore, the undersigned, and each of them, hereby authorizes you to provide a credit report and/or a disclosure of balance and/or payoff information, past, present, and future employment and earnings records, landlord references and rental payment history, investment accounts and any other asset valuations to Lender or any agent of Lender. The undersigned also authorizes you to disclose your deposit or credit experiences with the undersigned to the Lender or any agent of Lender. Other necessary information may include obtaining present flood/hazard insurance information.

In addition, the undersigned, and each of them, hereby authorizes the Lender to disclose to any third party, or any agent or employee thereof, information regarding the deposit or credit experience with any of the undersigned. The information Lender obtains is to be used only in the processing of the undersigned application for extension of credit with the Lender.

A photographic or carbon copy of this authorization bearing a photographic or carbon copy of the original signature(s) of the undersigned may be deemed to be equivalent to the original hereof and may be used as a duplicate original.

Date: _____

_____ Signature	_____ Printed Name	_____ Social Security Number
_____ Signature	_____ Printed Name	_____ Social Security Number
_____ Signature	_____ Printed Name	_____ Social Security Number
_____ Signature	_____ Printed Name	_____ Social Security Number

AGREEMENT OF UNDERSTANDING

Athens County Revolving Loan Review Committee may provide financing that is otherwise not available.

Recipients must agree to remain in _____ during the life of the loan unless the business is sold and/or the loan is paid off.

I, _____, on this _____ of _____, 20____, agree to remain/keep the business _____, in _____ during the life of the loan, unless the business is sold, or the loan is paid off.

Signature of Applicant

**AGREEMENT FOR LOAN APPLICATION SERVICES
BY AND BETWEEN
Athens County Economic Development Council
(ATHENS REVOLVING LOAN FUND ADMINISTRATOR)
AND**

Prospective Revolving Loan Fund Applicant

This agreement, entered into the _____ day of _____, by and between the Athens County Economic Development Council, hereinafter referred to as the “Loan Administrator” and _____ hereinafter referred to as the “applicant,” is hereby acknowledged to exist.

The “Loan Administrator” intends to provide loan application assistance to the applicant in the pursuit of obtaining capital improvement loans for eligible companies under the Athens County Revolving Loan Fund program.

Article I

1.01 – Scope of Services:

The Loan Administrator hereby agrees to provide services of one or more qualified persons from an outside consultant in the following fields: of loan packaging, loan servicing or loan processing, and fiscal review to the applicant for the purpose of accomplishing the following tasks under the stipulated restrictions and conditions:

- a) Legal counsel-preparation of appropriate documents including, but not limited to, mortgage insurance, loan closing documents and review/preparation of legal documents related to loans, delinquencies, and defaults, as needed.
- b) Underwriting, payment collection, report generation
- c) Other consultants, who may be required on a case-by-case basis, will be required to execute a letter of agreement with the Loan Administrator.

The Loan Administrator will be responsible for the following fields:

- d) Supply potential RLF applicants with the necessary application information and assist such applicants with the required documentation.
- e) Advise potential applicants on the apparent eligibility of the proposed development as it pertains to the published guidelines of the RLF.
- f) Meet with designed representatives of the applicant in order to ascertain specific information required for completion of the appropriate forms.
- g) Coordinate, if requested by the applicant and the lending institution, those portions of the application requiring lender information and certification.
- h) Administratively compile the required portions of the application.
- i) Preliminary analysis of loans based on program criteria.
- j) Project monitoring and status/semi-annual reports to the Department of Development.

1.02 – Conditions and Restrictions:

- a) The Loan Administrator is in an independent contractor relationship with applicant with respect to this Agreement, Neither the Loan Administrator, nor its employees, officers, director, or agents shall ever be construed to be acting as the agent or representative of the applicant.
- b) The Agreement shall not be construed to effect or imply a guarantee or warranty by the corporation that applicant may qualify for or obtain a loan under the RLF program. The Agreement is in the nature of assisting applicant in the preparation of the applicant's loan application forms of submission to the Loan Administrator and the Athens County Revolving Loan Review Committee.

1.03 – Additional Covenants and Representations of Applicant:

- a) The applicant agrees to assist the Loan Administrator and its employees and agents by acquiring and furnishing relevant data necessary for the preparation of the loan application through the applicant's own resources.
- b) To the fullest extent allowed by the law, applicant hereby covenants not to sue, institute any action of make any claim whatsoever against the Loan Administrator, or its director, officers, employees, agents or attorneys for damages or other relief due to an act or acts of commission or omission by the Loan Administrator, its director, officers, employees, agents, or attorneys, pertaining to the Agreement, except that this covenant not to sue shall not apply to any acts of omissions, which are found by the appropriate tribunal to be intentionally malicious acts to the damage of the applicants. Neither the Loan Administrator, its director, officers, employees, agents, or attorneys shall be responsible to applicant for the accuracy of information provided to the corporation for incorporation into the application, nor shall the aforesaid parties be responsible for the administrative errors pertaining to such applications, and the scope of services under this Agreement.

ARTICLE II

2.01 – Time of Performance:

The Loan Administrator shall provide the services described in Article I of this Agreement commencing with the execution of this document and the submission of all information required by the corporation to undertake this project and shall conclude with the approval of the loan by the Revolving Loan Review Committee, or the rejection of the loan by the Revolving Loan Review Committee, or upon the withdrawal of the application by the applicant, whichever shall occur first.

ARTICLE III

3.01 – Closing Fee:

- a) If the loan is approved by the Loan Review Committee then the closing fee will be collected at that time.
- b) The fee for a loan of \$1 to \$100,000 will be \$250.00.
- c) The fee for a loan of \$100,001 to \$499,999 will be \$500.00.

3.02 – Other Loan Costs:

Legal Fees: If for some reason, there are legal fees incurred by the Loan Administrator that are over and above the costs of processing and servicing the application, the applicant shall be responsible for those costs. These are paid at the time of closing directly by the applicant.

ARTICLE IV

4.01 – Statement of Intent:

It is the intention of the signatories to the Agreement to accomplish this project in the most expeditious manner, with consideration of the proper execution of all facets of this endeavor. The parties to the Agreement jointly affirm their intention to fully cooperate in the completion of this project and it is these intentions that we place our signatures on this document.

Date: _____ By: _____

Date: _____ By: _____
Revolving Loan Fund Loan Administrator (ACEDC)

Date: _____ By: _____
Loan Underwriter

Revolving Loan Funds Application Checklist

Please provide the information listed below:

- ☐ **Revolving Loan Request Form**
- ☐ **History of Business**
- ☐ **Business Debt Schedule**
- ☐ **Management Resume**
- ☐ **Personal Financial Statement**
- ☐ **Environmental Questionnaire**
- ☐ **Projected Annualized Income Statement (SBDC)**
- ☐ **Projected Monthly P&L Cash Position (SBDC)**
- ☐ **Application Certification and Authorization**
- ☐ **Agreement for Loan Application Services**
- ☐ **Business Tax Returns**, including all schedules for prior three years.
- ☐ **Personal Tax Returns**, including all schedule for prior three years.
- ☐ **Business Financial Statements**, for fiscal year ending last three years.
- ☐ **Interim Financial Statement**, to include balance sheet and income statement dated within 90 days of application.
- ☐ **Complete Business Plan**, including one year of projections with assumptions.
- ☐ **Articles of Incorporation** or other documentation of all legal entities.

*****Depending on the project, additional materials may be requested (e.g. leases, LOI's, work estimates or bids).**