

Genesee County Economic Development Center (GCEDC)  
 Genesee Gateway Local Development Corporation (GGLDC)  
**LOAN APPLICATION**

Note: All items in this application (including application fee) must be completed and signed with all requested information before the loan request will be presented to the Board.

**PART 1. APPLICANT INFORMATION**

Name of Applicant: \_\_\_\_\_  Corporation Year \_\_\_\_\_ State \_\_\_\_\_

Business Address: \_\_\_\_\_  Partnership Year \_\_\_\_\_ State \_\_\_\_\_

\_\_\_\_\_  L.L.C. Year \_\_\_\_\_ State \_\_\_\_\_

Contact Person: \_\_\_\_\_  L.L.P. Year \_\_\_\_\_ State \_\_\_\_\_

Federal ID #: \_\_\_\_\_  Sole Proprietorship Year \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Nature of Business (Business history, product / services offered, ect.): \_\_\_\_\_

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

Company Attorney: \_\_\_\_\_ Accountant: \_\_\_\_\_

Firm Name: \_\_\_\_\_ Firm Name: \_\_\_\_\_

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

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

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

Ownership (Shareholders / Partners)	% interest	Company Officers	Position

(attach additional listing as necessary)

- Is the company delinquent in the payment of any state or municipal property taxes?  Yes  No
- Is the company delinquent in the payment of any income tax obligation?  Yes  No
- Is the company delinquent in the payment of any loans?  Yes  No
- Is the company currently in default on any of its loans?  Yes  No
- Are there currently any unsatisfied judgments against the company?  Yes  No
- Are there currently any unsatisfied judgments against any of the company's principals?  Yes  No
- Has the company ever filed for bankruptcy?  Yes  No
- Have any of the company's principals ever personally filed for bankruptcy or in any way sought protection from creditors?  Yes  No

**If the answer to any of the questions above is "Yes," please provide additional comments in the space below and on additional pages if necessary.**

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**PART 2. PROJECT INFORMATION**

Project Description (Including the companies need to undertake the project, ect.): \_\_\_\_\_

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**Is any of the information contained herein considered trade secrets?**  Yes  No

Note: Will protect said trade secret information herein but reserves the right to disclose certain summary information from this application (i.e. total facility s/f, total capital investment, total job creation, top level wage information et. al. as a part of its project summary disclosure related to the board's public vote required and resulting from said application.

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<b>Project Costs</b>		<b>Sources of Funds</b>	
Property Acquisition	\$ _____	Bank	\$ _____
New Construction	\$ _____	Equity / Cash	\$ _____
Renovation	\$ _____	_____	\$ _____
Machinery / Equipment	\$ _____	_____	\$ _____
Furnishings / Fixtures	\$ _____	_____	\$ _____
Fees / Soft Costs	\$ _____	_____	\$ _____
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 the loan financing is made available for the project described in this application. Please be realistic in your projections. Do not consider projected turnover of employees as we are looking for new jobs created at the company level. Annual employment reporting against these projections is required during the term of the loan.

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**

	<u>Attached</u>	<u>N/A</u>
<b>Please ensure that the following items are delivered with the application:</b>		
1. <b>Application Fee:</b> \$250 non-refundable application fee is required at the time of application submission.	<input type="checkbox"/>	<input type="checkbox"/>
2. <b>Financials:</b> 3 years historical and current year audited or reviewed (compiled are acceptable) financial statements (Income & Cash Flow Statements, Balance Sheet).	<input type="checkbox"/>	<input type="checkbox"/>
3. <b>Personal Financial Statements of Owner or Guarantor:</b> 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 and any other company or individual who will act as a guarantor for the requested financing.	<input type="checkbox"/>	<input type="checkbox"/>
4. <b>Sources of Equity Capital:</b> Details regarding all sources of equity funds/capital,	<input type="checkbox"/>	<input type="checkbox"/>
5. <b>Bank Commitment Letter:</b> Please include bank or related financing commitment letter	<input type="checkbox"/>	<input type="checkbox"/>
6. <b>Project Costs:</b> 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.).	<input type="checkbox"/>	<input type="checkbox"/>
7. <b>Real Property Acquisition Projects:</b> If project involves a realty acquisition and/or development, provide evidence of site control or current ownership in the form of a binding option, sale agreement, deed, etc.	<input type="checkbox"/>	<input type="checkbox"/>
8. <b>Additional Documentation:</b> Any other information which may serve to document the information provided with this application or which may affect a credit decision by the lender.	<input type="checkbox"/>	<input type="checkbox"/>
_____		
_____		
_____		

**Additional information:**

1. **Loan Origination Fee / Legal Fees:** A 2% loan origination fee is charged by the lender and will be deducted from the loan proceeds at issuance. Legal fees and related legal filings must be paid by the applicant. At a minimum, those fees will be \$400, but are based on actual work performed.
2. **Presentation:** A presentation to the board of directors describing the proposed project; the company's reason for undertaking the project as well as a description of the planned use of the loan proceeds may be required.
3. **Insurance Certificate:** Certificate of General Liability Insurance (naming lender as additional insured) sufficient to cover loss will be required for the term of the loan.
4. **Reporting Requirements –** A certified Annual Project Report (to be mailed to the Applicant) providing summary information and actual job creation and employment tracking is required to be filed annually, due by the last day of February, for the entire term of the loan.

**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 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 give authorization to order credit reports and/or other information on my (our) personal and business financial background.

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. However, this application is being submitted in good faith as a request for loan funds.

If Applicant is a sole proprietorship, sign below:

If Applicant is a corporation, partnership, L.L.C., or L.L.P., sign below:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Corporation or Company

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
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.*

**For Internal Use Only**

Type of Loan Qualified for:  RLF #1  RLF #2  EDLF  BMARLF

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\_\_\_\_\_

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:

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: