

LOAN APPLICATION
The Kent Regional Business Alliance
College of Business Administration, Suite 306
Kent State University
Kent, Ohio 44242
(330) 672-1275

Applicants shall submit all applicable information as requested in the application form and are responsible for the accuracy of the information submitted.

1. Applicant Information:

Name(s): _____

Mailing Address: _____

City/State/Zip: _____

Daytime Phone: (_____) _____

2. Company Information:

(a) Business Name: _____

Business Address: _____

City/State/Zip: _____

Phone Number: (_____) _____

Fax Number: (_____) _____

S.I.C. Code: _____

Federal Tax ID# or Social Security #: _____

Mailing Address: _____

Address of Primary Place of Business: _____

(b) Please provide the name of all owners and primary officers of the company:

(c) Indicate under which type of organization your company presently operates (check one):

<input type="checkbox"/> Start-Up	<input type="checkbox"/> Cooperation
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Limited Liability Company
<input type="checkbox"/> Franchise	<input type="checkbox"/> Joint Venture
<input type="checkbox"/> Partnership	<input type="checkbox"/> Other (specify)
<input type="checkbox"/> Corporation	_____

(d) Which of the following describes your business best (check one):

<input type="checkbox"/> Construction	<input type="checkbox"/> Research & Development
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Retail
<input type="checkbox"/> Service of Goods	<input type="checkbox"/> Professional Service
<input type="checkbox"/> Not Developed	<input type="checkbox"/> Other (specify)

(e) Current Employment:

Full Time Part Time

_____ Seasonal _____ None (New Business)

(f) Projected Employment in one year:

_____ Full Time _____ Part Time
_____ Seasonal

(g) How long has your company been in existence?

_____ Years _____ Months

3. Amount of funding requested: _____

4. List of Sources of Project Funding and the amount of funding committed:

Bank	\$ _____
Owner Equity	\$ _____
Other (specify)	_____
	\$ _____
Total	\$ _____

5. List all uses of project funding by category and amount below:

Land/Building Acquisition	\$ _____
Equipment/Machinery	\$ _____
Construction/Renovation	\$ _____
Inventory	\$ _____
Working Capital	\$ _____
Other (specify)	\$ _____
Total	\$ _____

6. Please provide a written explanation of how loan funds will be used specifically, for each category marked in item #5 above.

7. Have you contacted a bank for financing? _____ Yes _____ No

If yes, what is the status: _____

If denied, state reason: _____

Bank name: _____

Contact at Bank: _____ Phone: (____) _____

8. Any personal/business judgments, liens, unsettled lawsuits or major disputes?

_____ Yes _____ No

9. Has the business, or any principals of the business, been involved in bankruptcy or insolvency proceedings?

_____ Yes _____ No

10. Corporate or Partnership Resolution to Borrow Funds (if applicable):

A resolution of the Board of Directors or Partners of the company applying for the loan is required when the officers of the company must be authorized and empowered in name of and on behalf of the company to do any acts, including but not limited to the mortgage or pledge, to secure financing.

Submit a copy of the resolution with this application, if applicable.

11. Resumes

The resumes of the principals and any other key management officials focusing on their educational, technical and business background should be submitted.

12. Affiliates (if Applicable)

Affiliated Companies: _____

Affiliate's Relationship to Applicant: _____

If the applicant has one or more affiliated, subsidiary or parent companies, the most recent financial statement of each must be submitted with this application. An affiliate is defined as any company in which either the borrower or the borrower's principals have a financial interest.

If the borrower has no affiliates, parent or subsidiary, this section will not apply.

13. Company Benefit Statement

This statement should focus on the ability to grow and to expand capacity and/or the savings, efficiencies and improvements in technology expected as a result of this loan.

Describe any new products that will result from the project. Discuss the potential for spin-off industries if this project is funded. State what the company expected to accomplish with the overall project. This should include information on existing as well as planned products, services or business information.

14. Other information

- (a) If a corporation, submit a copy of the Articles of Incorporation.
- (b) If a partnership, submit a copy of the Agreement.
- (c) If a franchise, submit a copy of the most recent Agreement.

15. Market Information

If the project is an expansion, what information supports expansion at this time?

List major customers: _____

List major suppliers: _____

List major competition: _____

Submit sample company literature with this application, e.g. Annual Reports, Sales Brochures, etc.

If this is a business start-up, submit a copy of the business plan with the application.

16. Personal Financial Statement

In most cases, personal guarantees will be required. If the applicant has a recently completed personal financial statement on a bank form a copy should be submitted. If this is not the case, the applicant should complete the Personal Financial Statement attached and submit with this application.

For business start-ups, provide a current personal financial statement for each owner.

17. Company Financial Statements

Applicants should provide historical financial statements for the most recent three (3) years of operation. If the most recent statement is more than sixty (60) days old an interim statement for the current period should be included. Financial statements need not be audited. Tax returns are acceptable.

Projections of income and expenses for at least the next three (3) years of operation must be provided.

Start-up proforma or opening day Balance Sheet projections must be provided.

18. Project Financing:

- (a) Submit a letter of commitment from all lending sources. The letter must be written on the letterhead of the lender, public agency, state or federal agency, etc., involved and must be signed by an agent who has authority to commit his/her agency.

The lender's commitment should be contingent upon approval of the Kent Mini/Micro Loan Fund financing. However, if there are other contingencies to the commitment these should be clearly described in this letter.

A complete description of the nature of the commitment, including all aspects of the rate, term, amount and special payment provisions should be provided.

- (b) Cost Certification - A cost certification must be provided by a qualified party who is not otherwise involved in the project. This certification must be done on their letterhead and indicate the estimated cost of the activity, the basis for that estimate in terms of quantities or other unit costs, and the period for which the estimate will be accurate.

Equipment lists should be provided itemizing the costs to each type of equipment to be included in the project and the source of the estimate. Breakouts having the detailed costs and basis for interim costs and professional fees should be provided. Leasehold improvements should be described.

- (c) Tenant Commitment Letter - If applicable, submit a letter identifying the proposed tenant(s) and the level of commitment.

This letter should reflect the character of the project and the nature of the tenant's commitment. Make sure any additional pertinent information is included: type of lease, provisions for utilities, maintenance, insurance, etc., and any contingencies involved in consummating or terminating the lease (e.g. lease with option to purchase).

- (d) Evidence of Site Control - Provide copies of the site control instruments such as a purchase agreement, option to purchase agreement, deed of sale, sales contract or lease.

19. Release of Credit Information:

Complete the Release of Credit Information form, attached, and submit it with the application.

This will authorize disclosure of information related to the credit worthiness of the loan applicant.

20. Requirements and Certification:

The undersigned, duly authorized Officers of the Applicant, hereby certify that the statements made in the foregoing application and in all attachments submitted in connection with this application are true and correct to the best information and belief of the undersigned and are submitted as a basis for determining approval of The Kent Mini/Micro Loan Fund.

Privacy Act of 1974 Information: Certain information such as personal balance sheets are used to evaluate your application. Such information will be reviewed as part of the required credit analysis. Omission of an item means your application might not receive full consideration.

I/we certify that the requirements listed below will be met:

- (a) I/we agree to notify the Kent Regional Business Alliance immediately of any project modification. All proposed changes must be submitted to the Kent Regional Business Alliance for review and approval prior to implementation.
- (b) I/we understand that an annual report of all loan activity will be reviewed by the Kent Regional Business Alliance. Information as to the use and amount of the loan, the number of retained or created jobs, the interest rate and term, will be made available to the public at this time.
- (c) I/we understand that if the Kent Mini/Micro Loan Fund financing is used to construct, expand, or convert facilities, the Kent Regional Business Alliance will not issue a final loan disbursement until an occupancy permit is obtained.
- (d) I/we understand that upon loan approval a letter of commitment must be signed by the borrower that outlines the obligations of the borrower.
- (e) I/we understand that all borrowers must commit to monthly business counseling sessions with the Ohio Small Business Development Center.
- (f) I/we understand that the primary place of the business must be in the City of Kent. Included in the Security Agreement will be a statement of default. The statement requires the debtor to keep the collateral separate and identifiable, at the address shown and prohibits removal of the collateral from that address without written consent from the Kent Regional Business Alliance. The debtor shall be in default under the terms of the Security Agreement if any representation of statement made to the Kent Regional Business Alliance proves to be false in any respect. Therefore, the Kent Mini/Micro Loan will be called should the borrower move from the area.

Applicant Signature & Title:

Date:

Co-Applicant Signature & Title:

Date:

Co-Applicant Signature & Title:

Date:

Co-Applicant Signature & Title:

Date:

Upon submission of this application, a non-refundable fee of twenty-five dollars (\$25.00) is payable to the Kent Regional Business Alliance. Submit this application and fee to:

The Kent Regional Business Alliance
College of Business Administration, Suite 306
Kent State University
Kent, Ohio 44242
(330) 672-1275

ATTACHMENTS

- _____ 1. Corporate/Partnership Resolution to Borrow (if applicable)
- _____ 2. Certificate of Good Standing (Corporations and LLCs)
- _____ 3. Resume(s) of Principal(s) and Management
- _____ 4. Affiliate Financial Statement (if applicable)
- _____ 5. Company Benefit Statement
- _____ 6. Articles of Incorporation (if applicable)
- _____ 7. Partnership Agreement (if applicable)
- _____ 8. Franchise Agreement (if applicable)
- _____ 9. Sample Company Literature
- _____ 10. Business Plan (if applicable)
- _____ 11. List of Obligations (if additional sheets are necessary)
- _____ 12. Details of Pending Legal Matters (if applicable)
- _____ 13. Owner(s) Personal Financial Statement
- _____ 14. Income tax returns for past three years (include all schedules)
- _____ 15. Copy of business property lease
- _____ 16. Company Financial Statements and Proforma
- _____ 17. Schedule of Collateral
- _____ 18. Release of Credit Information
- _____ 19. \$25 application fee

RESOLUTION

(Name of Applicant)

- 1) RESOLVED that the officers of this corporation named below, or any one of them, or their, or any one of their, duly elected or appointed successors in office, be and they are hereby authorized and empowered in the name and on behalf of this corporation and under its corporate seal to execute and deliver to the Kent Regional Business Alliance (hereinafter called "Lender") in the form required by Lender, the following documents: (a) application for a loan or loans, the total thereof not to exceed in principal amount \$ _____, maturing upon such date or dates and bearing interest at such rate or rates as may be prescribed by Lender; (b) applications for any renewals or extensions of all or any part of such loan or loans and of any other loans, heretofore or hereafter made by Lender to this corporation; (c) the promissory note or notes of this corporation evidencing such loan or loans or any renewals or extensions thereof; and (d) any other instruments or agreements of this corporation which may be required by Lender in connection with such loans, renewals, and/or extensions; and that said officers at their discretion may accept any such loan or loans in installments and give one or more notes of this corporation therefore, and may receive and endorse in the name of this corporation any checks or drafts representing such loan or loans or any such installments;
- 2) FURTHER RESOLVED, that the aforesaid officers or any one of them, or their duly elected or appointed successors in office, be and they are hereby authorized and empowered to do any acts, including but not limited to the mortgage, pledge, or hypothecation from time to time with Lender of any or all assets of this corporation to secure such loans or loans, renewals and extensions, and to execute in the name and on behalf of this corporation and under its corporate seal or otherwise, any instruments or agreements deemed necessary or proper by Lender, in respect of the collateral securing any indebtedness of this corporation;
- 3) FURTHER RESOLVED, that any indebtedness heretofore contracted and any contracts or agreements heretofore made with Lender on behalf of his corporation and all acts of officers or agents of this corporation in connection with said indebtedness of this corporation;
- 4) FURTHER RESOLVED, that the officers referred to in the foregoing resolutions are as follows:

(Typewrite name)	(Title)	(Signature)
(Typewrite name)	(Title)	(Signature)
(Typewrite name)	(Title)	(Signature)
(Typewrite name)	(Title)	(Signature)
(Typewrite name)	(Title)	(Signature)
(Typewrite name)	(Title)	(Signature)

- 5) FURTHER RESOLVED, that Lender is authorized to rely upon the aforesaid resolutions until receipt of written notice of any change.

CERTIFICATION

I HEREBY CERTIFY that the foregoing is a true and correct copy of a resolution regularly presented to and adopted by the Board of Directors of _____ at a meeting duly called and held at _____ on the _____ day of _____ 20____, at which a quorum was present and voted, and that such resolution is duly recorded in the minute book of this corporation; that the officers named in said resolution have been duly elected or appointed to, and are the present incumbents of, the respective offices set after their respective names; and that the signatures set opposite their respective names are their true and genuine signatures.

(Seal)

Secretary

PERSONAL FINANCIAL STATEMENT

As of _____, 20__

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, or (4) any person or entity providing a guaranty on the loan.

Name	Business Phone ()
Residence Address	Residence Phone ()
City, State & Zip Code	
Business Name of Applicant/Borrower	

ASSETS (Omit cents)	LIABILITIES (Omit cents)
Cash on hand & in Banks \$ _____	Accounts Payable \$ _____
Saving Accounts \$ _____	Notes Payable to Banks and Others (Describe in Section 2) \$ _____
IRA or Other Retirement Accounts \$ _____	Installment Account (Auto) Mo. Payments \$ _____
Accounts & Notes Receivable \$ _____	Installment Account (Other) Mo. Payments \$ _____
Life Insurance-Cash Surrender Value Only (Complete Section 8) \$ _____	Loan on Life Insurance \$ _____
Stocks and Bonds \$ _____ (Describe in Section 3)	Mortgages on Real Estate \$ _____ (Describe in Section 4)
Real Estate \$ _____ (Describe in Section 4)	Unpaid Taxes \$ _____ (Describe in Section 6)
Automobile-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 \$ _____

Section 1. Source of Income	Contingent Liabilities
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 Special Debt \$ _____

Description of Other Income in Section 1.

*Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.

Section 2. Notes Payable to Bank and Others (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed).

Name and Address of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency (monthly, etc.)	How Secured or Endorsed Type of Collateral

Section 3. Stocks and Bonds. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)					
Number of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value

Section 4. Real Estate Owned. (List each parcel separately. Use attachments if necessary. Each attachment must be identified as a part of this statement and signed).

	Property A	Property B	Property C
Type of Property			
Address			
Date Purchased			
Original Cost			
Present Market Value			
Name & Address of Mortgage Holder			
Mortgage Account Number			
Mortgage Balance			
Amount of Payment per Month/Year			
Status of Mortgage			

Section 5. Other Personal Property and Other Assets. (Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment and, if delinquent, describe delinquency).

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Section 6. Unpaid Taxes. (Describe in detail as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches).

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Section 7. Other Liabilities. (Describe in detail).

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Section 8. Life Insurance Held. (Give face amount and cash surrender value of policies, name of insurance company and beneficiaries).

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I authorize Lender to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. I understand FALSE statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General (Reference 18 U.S.C. 1001).

Signature:	Date:	Social Security Number:
Signature:	Date:	Social Security Number:

RELEASE OF CREDIT INFORMATION

The applicant for a business loan states that he/she understands that an investigation of the credit worthiness of the applicant will be conducted. The investigation will include obtaining information from creditors and suppliers of the applicant. The applicant hereby authorizes the Kent Regional Business Alliance and its agents to freely obtain this information. Furthermore, the creditors and suppliers of the applicant are authorized by the applicant to release all information related to the credit worthiness of the applicant to the Kent Regional Business Alliance and its agent.

I understand that if my loan is approved, that the Kent Regional Business Alliance retains the right to freely obtain credit information from creditors and suppliers of the borrower until the loan is repaid.

The creditors and suppliers of the applicant are hereby released from any and all liability for releasing such factual information to the Kent Regional Business Alliance and its agents related to the above referenced investigation. The applicant acknowledges that the investigation shall form a substantial basis for determining whether a loan will be made to the applicant and that the results of the investigation will be maintained in the office of the Kent Regional Business Alliance along with the loan application and related documentation. Furthermore, the Kent Regional Business Alliance is hereby released from any and all liability related to its reasonable reliance on the factual information obtained from the applicant's creditors and suppliers during the investigation.

Witness

Applicant Signature

Witness

Name of Applicant

Date

Title

Please provide the full Names, Addresses, Birth Dates and Social Security Numbers of each individual to be reported:

Name

Name

Address

Address

Birth Date

Birth Date

Social Security #

Social Security #