

BUSINESS LENDING

PARTNERS

A Division of RCEDC, a Wisconsin Corporation

APPLICATION FOR BUSINESS LOAN

Company Information:

Name of Borrower: (Who will own the assets being financed?)			
Name of Business (if different) include both legal name and trade name:			
Type of Business:			
Date Established/Corporate Structure:	Month/Year:	Partnership/S-Corp/C-Corp/LLC:	
Address of Project:	Street:		
	City:	County:	State: Zip:
Contact Person:	Name and Title:		
	Phone:	Fax:	Alt. Phone/ Cell:
Email Address of Contact:			
Website for business:			
Other business locations:	Street:		
	City:	State:	Zip:
Has the business entered into any of the following type agreements? <i>Franchise/license/dealer/jobber/supplier or other similar type agreement.</i> If so, please describe:			

Project Cost Information

Purchase of Vacant Land	\$	_____
Purchase of Land & Building	\$	_____
Building Renovations	\$	_____
New Construction	\$	_____
Purchase/Install Furniture & Fixtures	\$	_____
Purchase/Install Equipment	\$	_____
Refinancing (must be eligible under program)	\$	_____
Professional Fees (i.e. appraisal, engineer, environmental)	\$	_____
Other (i.e. construction contingency, interim interest)	\$	_____
	Total Project Costs	\$ _____
<i>Less: Owner's Contribution</i>		\$ _____
	Total Loan Request	\$ _____

Source of equity contribution: _____

YOUR WISCONSIN SBA 504 LENDER

Carolyn Engel
Business Finance Manager
(262) 898-7420

Janell Topczewski
Compliance/Closing Specialist
(262) 898-7520

Nhi Malinowski
Credit Analyst
(262) 898-7436

2320 Renaissance Blvd.
Sturtevant, WI 53177
www.blp504.org

Employee Information

1. Current number of full-time employees (working more than 36 hours per week): _____
 2. Current number of full-time equivalent (FTE) employees (this compiled number should include part-time employees i.e., 2 part-time employees each working 20 hours/week equal one full-time equivalent employee): _____
 3. Number of FTE jobs to be created in the next 2 years: _____
 4. What are the Company's average wage rates: _____
 5. What types of positions are to be added _____
- _____
- _____
- _____

Lease Information

1. What is the square footage of your current facility? _____
When does your lease Expire? _____
2. What is the square footage of the new, project facility? _____
3. Will you be leasing any of the new facility to a 3rd party? _____
If yes, how many square feet will be leased? and _____
What are the estimated annual rents to be received? _____

Affiliates

Do any of the owners own or control part or all of any other businesses? If yes, provide names of those businesses, percent owned and involvement in the management of that business (also, please complete attached 'Affiliates' chart):

Business Name:	Ownership %:	Title/Duties

Legal Information

	Yes	No
1. Is any owner or officer presently under indictment, on parole or on probation?		
2. Has any owner or officer ever been charged with or arrested for any criminal offense other than a minor motor vehicle violation?		
3. Has any owner or officer ever been convicted of any criminal offense other than a minor motor vehicle violation?		
4. Has the applicant, any owner, officer, subsidiary or affiliate been involved in any lawsuits in the last 5 years or have any lawsuits pending?		
5. Has the applicant, any owner, officer, subsidiary or affiliate ever been involved in any bankruptcy or insolvency proceedings or have any proceedings pending?		
6. Has the applicant, any owner, officer, subsidiary or affiliate had any civil or criminal charges that could have a material adverse impact on the project or have any charges pending?		
7. Does the applicant, any owner, officer, subsidiary or affiliate have any outstanding tax liens?		
Please attach a detailed explanation of any YES responses.		

BUSINESS HISTORY & MARKET SUMMARY

If you already have a business plan, it can be substituted for this form. Be sure that the business plan addresses all of the areas requested on this form. If not, use this form to address those specific items. Feel free to provide any additional information that you feel is important in describing and explaining your business.

The Description and History of the Business

A. Why did it start and who started it? When did you gain control of the business?

B. What have been its stages of growth?

C. What are the company's strengths and weaknesses?

D. What business milestones are important this year and in future years? (Provide timetable)

The Products and/or Services of the Business

A. Describe the current product lines and/or services
(Please attach catalogs and brochures)

B. Are you planning any new product and/or service offerings? If yes, please describe.

The Market and Market Strategy

A. Describe your company's market area, i.e. geographic area.

B. Is the market growing? Shrinking? Changing in emphasis? (Include statistical and trade information supporting trends)

C. Are your company's sales cyclical? If yes, describe the cycle.

- D. Describe who your company's customers are and attach list of major customers with percentage of your sales. (If consumer based, include target age, demographics, income levels, etc. or if specific industries are targeted, describe those)
- E. Identify specific competitors (direct and indirect) and their strengths and weaknesses.
- F. How have you addressed competition/what is your Company's competitive edge/niche?
- G. Explain your company's pricing systems and explain how your prices compare to the competition.
- H. What sales methods are used (i.e. website, newspaper, sales reps, etc.) and how do they help you to achieve your goals?

- I. Are any changes planned from the current methods of advertising and promotion?

The Project

- A. Describe the proposed project, what will be purchased, and the need for financing.

- B. Project timetable.

- C. How will this project help achieve the company's goals?

Conflict of Interest Information

Review the following statements. If any are not true, explain below:

- If an Associate** of the small business or member of any Associate's household is a GS-13 or higher government employee or a Major or Lieutenant Commander or higher in the military, the small business applicant has submitted to Business Lending Partners a statement of no objection by the pertinent government department or military service.
- No officers or directors of community organizations such as certified development companies (CDC*) and micro lenders or members of their household have a significant financial interest in the Applicant unless the organization has been inactive in packaging SBA loans for at least two years prior to the application date.
- No CDC or Associate of CDC has a real or apparent conflict of interest with Applicant, any of Applicant's Associates, or any of the close relatives of Applicant's Associates.

- No CDC or Associate or close relative of an associate of the CDC has a significant direct or indirect financial or other interest in the applicant, or has had such an interest within 6 months prior to the date of the application.
 - No Associate of a CDC is incarcerated, on parole, or on probation or is a convicted felon or has an adverse final civil judgment (in a case involving fraud, breach of trust, or other conduct) that would cause the public to question the CDC's business integrity.
 - No CDC or any Associate of CDC has accepted funding from a source that restricts, prioritizes, or conditions the types of small businesses that CDC may assist under an SBA program or that imposes any conditions or requirements upon recipients of SBA assistance inconsistent with SBA's loan programs or regulations.
 - None of the Loan proceeds will directly or indirectly finance purchase of real estate, personal property or services from CDC or an Associate of CDC.
 - Neither the Applicant, an Associate of Applicant, close relative nor household member of an Associate of Applicant is required to invest in CDC.
 - None of the proceeds of the loan will be used to acquire space in project for which CDC has issued a real estate forward commitment.
 - SBA employee, the employee's close relative or a member of the employee's household is an employee, officer, director, attorney, agent, creditor or debtor, or has a financial interest in the Applicant.
 - Former SBA employee separated from SBA for less than one year is an employee, officer, director, attorney, agent, creditor or debtor, or has a financial interest in the Applicant.
 - Individual currently involved in a Small Business Development Center program, the individual's close relative or a member of the individual's household is an employee, officer, director, attorney, agent, creditor or debtor, or has a financial interest in the Applicant.
 - Member of Congress or an appointed official or employee of the legislative or judicial branch (or a close relative or household member of such an individual) is a sole proprietor, general partner, officer, director, employee, attorney, agent, creditor or debtor, or has a financial interest in the Applicant.
 - Member or employee of a Small Business Advisory Council or a SCORE volunteer (or a close relative or household member of such an individual) is a sole proprietor, general partner, officer, director, employee, attorney, agent, creditor or debtor, or has 10.0% or more financial interest in the Applicant.
 - Employee of community organizations such as a certified development companies or microlenders (or a close relative or household member of such an individual) has a financial interest in the Applicant.
- * Business Lending Partners is a CDC.
- ** Associate of a CDC is an officer, director, key employee, or holder of 20 percent or more of the value of the CDC's stock or debt instruments. An Associate of a small business is an officer, director, owner of more than 20 percent of the equity, or key employee.)

Certifications by Applicant (please initial)

- _____ 1. I acknowledge being informed that Business Lending Partners will, upon request by a member of the public or in the course of reporting its activities to the public, disclose the names of firms receiving loans, the amount of the loans, federal programs used, if any, and the development impact of the loans (jobs created, tax base impact and total project investment).
- _____ 2. I consent to the use of the business name and photos by Business Lending Partners to be used in promotional materials, such as highlights on their Website and press releases.
- _____ 3. I consent to Business Lending Partners placing a sign on the project construction site recognizing its participation in the financing of the construction project (when applicable).
- _____ 4. To authorize Business Lending Partners to check our credit and employment history and any other information contained herein
- _____ 5. I certify that the information contained in this application is, to the best of my knowledge, true, complete, and correct.

I consent to the sharing of information, including personal and corporate financial statements, between Business Lending Partners and the following individuals/firms:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Equal Opportunity Statement:

It is the policy of Business Lending Partners, a division of RCEDC to provide assistance to its customers and to members of the public on a nondiscriminatory basis including race, religion, color, sex, age, national origin and disability.

Parties below have reviewed and agreed to the above certifications:

By: _____	Attest: _____
Title: _____	Title: _____
Date: _____	Date: _____

O : _____
 Title: _____
 Date: _____

