



**EDA RLF Loan Application**  
 NWGRC Revolving Loan Fund  
 503 West Waugh Street  
 Dalton, Georgia 30720  
 706-272-2300  
 e-mail: [jwhorton@nwgrc.org](mailto:jwhorton@nwgrc.org)

P.O. Box 1798  
 Rome, Georgia 30162  
 706-295-6485

**Company Information**

Company Name \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Principal in Charge \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Secondary contact person \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
(IN-HOUSE CONTROLLER OR BOOKKEEPER)

Company Website \_\_\_\_\_ email \_\_\_\_\_

Type of business \_\_\_\_\_ Date established \_\_\_\_\_

Type of entity (check one)  Proprietorship  Partnership  Corporation  LLC

**Company Ownership**

Name	Title	% of Ownership
_____	_____	_____
_____	_____	_____
_____	_____	_____

If a corporation, please indicate who is President and Secretary.

**Affiliate Businesses** (IF APPLICABLE)

Name _____	Owner _____ <small>(Applicant, Company or Individuals)</small>	% of Ownership _____
Name _____	Owner _____ <small>(Applicant, Company or Individuals)</small>	% of Ownership _____

**Existing Business Locations**

Address \_\_\_\_\_ Square Feet \_\_\_\_\_ Lease Payment \_\_\_\_\_ Lease Expiration \_\_\_\_\_

Replaced by new facility?  Yes  No

Address \_\_\_\_\_ Square Feet \_\_\_\_\_ Lease Payment \_\_\_\_\_ Lease Expiration \_\_\_\_\_

Replaced by new facility?  Yes  No

**References**

Bank Name \_\_\_\_\_ Acct. No. \_\_\_\_\_ Acct. Officer \_\_\_\_\_ Phone \_\_\_\_\_

Accountant \_\_\_\_\_ Firm Name \_\_\_\_\_ Phone \_\_\_\_\_

Attorney \_\_\_\_\_ Firm Name \_\_\_\_\_ Phone \_\_\_\_\_

Trade References \_\_\_\_\_ Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

## Nature of Your Business

Nature of your business \_\_\_\_\_

Type of products or services (include any catalogs or brochures) \_\_\_\_\_

Geographic market area \_\_\_\_\_

List key customers \_\_\_\_\_

List major competitors \_\_\_\_\_

## Project Information

Street address of project \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

What is the square footage of the new building? \_\_\_\_\_ What is the square footage your company will occupy?\* \_\_\_\_\_ \*

Please note — we require your company to occupy 51% of an existing building and 60% of a new building, initially.

Escrow closing date \_\_\_\_\_ Realtor's name \_\_\_\_\_ Phone \_\_\_\_\_

If known, how will the property be vested (i.e. individually, husband and wife, partnership, LLC, corporation, trust ...) \_\_\_\_\_

Please provide appropriate documentation (i.e. Partnership Agreement, LLC documents, Articles of Incorporation, Trust Agreement ...)

## Total Project Costs

### Purchase existing building

Purchase price ..... \$ \_\_\_\_\_

Improvements ..... \$ \_\_\_\_\_

Equipment\* ..... \$ \_\_\_\_\_

Other ..... \$ \_\_\_\_\_

Total ..... \$ \_\_\_\_\_

### Construction project

Land acquisition ..... \$ \_\_\_\_\_

Construction bid ..... \$ \_\_\_\_\_

Architects, permits, other soft costs ..... \$ \_\_\_\_\_

Equipment\* ..... \$ \_\_\_\_\_

Other ..... \$ \_\_\_\_\_

Total ..... \$ \_\_\_\_\_

\* Please note — equipment to be financed must have a useful life of 10 years or greater.

If there are any tenants that will remain in the building, please provide the following information: *Also, please have your realtor provide copies of all existing leases.*

Tenant name	Square footage	Lease expiration	Rent amount

## Employee Questionnaire

Number of current employees \_\_\_\_\_ Estimated number of new employees within the next two years as a result of this project \_\_\_\_\_

### Key employees

Name	Title	Responsibilities	Years with company	Years in the industry

## Miscellaneous Questions

Have you or any officer of your company ever been involved in bankruptcy or insolvency proceedings? \_\_\_\_\_

Are you or your business involved in any pending or prior lawsuits? \_\_\_\_\_ *If yes, please provide details on a separate sheet.*

Have you ever received a Federal Government loan? \_\_\_\_\_ *If yes, please provide a copy of the federal loan documentation and the following*

Original Amount \$ \_\_\_\_\_ Date of the loan \_\_\_\_\_

Current Balance \$ \_\_\_\_\_ Status \_\_\_\_\_

## Checklists

PLEASE PROVIDE THE FOLLOWING DOCUMENTS AND INFORMATION

### Business Information

<input type="checkbox"/>	Business financial statements for the last two years
<input type="checkbox"/>	Projections (if business is less than three years old)
<input type="checkbox"/>	Interim financial statement dated within the last 60 days
<input type="checkbox"/>	Business debt schedule (form attached)
<input type="checkbox"/>	Federal tax returns for the last two years
<input type="checkbox"/>	Articles of Incorporation, Amendments thereto, and By-Laws (if corporation)
<input type="checkbox"/>	Articles of Organization and Operating Agreement (if LLC)
<input type="checkbox"/>	Partnership Agreement (if partnership)
<input type="checkbox"/>	Business License <i>and</i> Fictitious Business Name Statement (if proprietorship)
<input type="checkbox"/>	Franchise Agreement

### Personal information (for each owner of 20% or greater)

<input type="checkbox"/>	Personal tax returns for the last two years
<input type="checkbox"/>	Personal Resumé (form attached)
<input type="checkbox"/>	Personal Financial Statement (form attached)

### Real estate information

<input type="checkbox"/>	Real Estate Purchase Agreement or settlement sheet
<input type="checkbox"/>	Construction cost budget and/or equipment invoices
<input type="checkbox"/>	Existing environmental studies

## Authorization to Release Information

I/We hereby authorize the release to NWGRC/NGCDC, INC. of any information they may require at any time for any purpose related to my/our credit transaction with them. I/We further authorize NWGRC/NGCDC, INC. to obtain any necessary credit reports and release such information to any entity they deem necessary for any purpose related to my/our credit transaction with them.

I/We hereby certify that the enclosed information, including any attachments or exhibits provided herein or at a later date, is valid and correct to the best of my/our knowledge.

Name of applicant(s) \_\_\_\_\_

Signature of applicant(s) \_\_\_\_\_

Date \_\_\_\_\_

Name of applicant(s) \_\_\_\_\_

Signature of applicant(s) \_\_\_\_\_

Date \_\_\_\_\_

## Business Debt Schedule

Indebtedness: Furnish the following information on all installment debts, contracts, notes, And mortgage payable. Figures must coincide with the current Balances Sheet provided. Do not include accounts payable or accrued liabilities.

Company Name \_\_\_\_\_ Date \_\_\_\_\_  
 (Date should be same date as current financial statement)

Creditor Name/address	Original Amount	Original date	Present balance	Interest rate	Maturity date	Monthly payment	Security	Current or delinquent
<b>Total present balance*</b>				<b>Total monthly payment</b>				

Total present balance must coincide with Balance Sheet provided.

**Personal Resume Form**

TO BE COMPLETED BY EACH PRINCIPAL INVOLVED IN THE LOAN. PLEASE MAKE COPIES AS NEEDED FOR EACH INDIVIDUAL.

Name \_\_\_\_\_  
FIRST MIDDLE MAIDEN LAST

Date of birth \_\_\_\_\_ Place of birth (City and State) \_\_\_\_\_

Gender  Male  Female Race \_\_\_\_\_ Social Security No. \_\_\_\_\_

U.S. Citizen  Yes  No If not, please provide alien registration number \_\_\_\_\_

Home address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone \_\_\_\_\_ Business phone \_\_\_\_\_

Cell phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

Immediate past address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Are you employed by the U.S. Government?  Yes  No If so, give the name of the agency and position \_\_\_\_\_

Spouse's name \_\_\_\_\_  
FIRST MIDDLE MAIDEN LAST

Date of birth \_\_\_\_\_ Place of birth (City and State) \_\_\_\_\_ Race \_\_\_\_\_

U.S. Citizen  Yes  No If not, please provide alien registration number \_\_\_\_\_ Social Security No. \_\_\_\_\_

**Personal information**

Be sure to answer the next three questions correctly because they are important. The fact that you have an arrest or conviction record will not necessarily disqualify you; an incorrect answer will probably cause your application to be turned down.

Are you presently under indictment, on parole or probation? .....  Yes  No

Have you ever been charged with or arrested for any criminal offense other than a minor vehicle violation? Include offenses which have been dismissed, discharged, or nolle prosequi. (All arrests and charges must be disclosed and explained on an attached sheet) .....  Yes  No

Have you ever been convicted, placed on pretrial diversion, or placed on any form of probation, including adjudication withheld pending probation, for any criminal offense other than a minor motor vehicle violation? .....  Yes  No

If yes to any of the above, furnish details in a separate exhibit. List name(s) under which held.

**Military service background**

Branch \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Rank at discharge \_\_\_\_\_ Honorable? \_\_\_\_\_

Job description \_\_\_\_\_

**Work experience**

Name \_\_\_\_\_

List chronologically, beginning with present employment

Name of company \_\_\_\_\_ % of business owned \_\_\_\_\_

Full address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Title \_\_\_\_\_ Duties \_\_\_\_\_

Name of company \_\_\_\_\_ % of business owned \_\_\_\_\_

Full address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Title \_\_\_\_\_ Duties \_\_\_\_\_

Name of company \_\_\_\_\_ % of business owned \_\_\_\_\_

Full address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Title \_\_\_\_\_ Duties \_\_\_\_\_

**Education (College or Technical Training)**

Name and Location	Dates Attended	Major	Degree or Certificate
1. _____	_____	_____	_____
Comments _____			
2. _____	_____	_____	_____
Comments _____			
3. _____	_____	_____	_____
Comments _____			
4. _____	_____	_____	_____
Comments _____			