



EDA RLF Loan Application
 NWGRC Revolving Loan Fund
 503 West Waugh Street
 Dalton, Georgia 30720
 706-272-2300
 e-mail: 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
Total present balance*				Total monthly payment				

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 _____			