



**CHENANGO COUNTY
REVOLVING LOAN FUND (CCRLF)
- Economic Development Loan -**



LOAN APPLICATION

A. GENERAL INFORMATION

1. Business Name: _____
2. Employer ID Number/Social Security Number: _____
3. If business uses a D/B/A, please specify and include date of inception: _____

4. Business Address: _____
5. Telephone Number: _____
6. Specify Business Type (check one):

<input type="checkbox"/> Corporate	<input type="checkbox"/> Limited Liability Company
<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Liability Corporation
<input type="checkbox"/> Sole Proprietorship	

B. COMPANY BACKGROUND

1. Please attach as **Schedule A** a brief history of the company including but not limited to:
 - i. Product(s) description and development
 - ii. Marketing strategy and efforts
 - iii. Details on any related companies (subsidiaries)
 - iv. Major achievements/problems
 - v. Customers and suppliers
 - vi. Other (specify)

** If available, attach a company brochure describing your products and operation. If a completed business plan is available, please provide it and indicate "See Attached Business Plan" above.

2. Existing Employment Information
 - i. Number of current full-time employees: _____
 - ii. Number of current part-time employees: _____
 - iii. Number of minority employees: ____ full-time _____ part-time
 - iv. Number of women employees: ____ full-time _____ part-time

3. Company Officers/Partners

Name	Title	Address	Phone

4. Outside Professionals

Please list the name, address and phone number of applicant's accountant(s), attorney(s), banker(s), and any other outside professionals.

i. Accountant's Name: _____

Firm: _____

Address: _____

Phone Number: _____

ii. Attorney's Name: _____

Firm: _____

Address: _____

Phone Number: _____

iii. Banker's Name: _____

Firm: _____

Address: _____

Phone Number: _____

iv. Secondary Banker's Name: _____

Firm: _____

Address: _____

Phone Number: _____

v. Other (Specify): _____

Firm: _____

Address: _____

Phone Number: _____

C. FACILITY INFORMATION

- 1. Please list the owner or owners of the land and buildings occupied by the company. If the project to be funded consists of the acquisition and construction of a new facility at a new location, please also list the owner or owners of that real property.

Current Facility Location: _____

Owner(s): _____

New Facility Location: _____

Owner(s): _____

- i. Please attach as **Schedule B** a description of the facility (or facilities if multiple locations), and a plot plan or photo if available.
- ii. If applicant owns the facility and underlying real estate, please attach a copy of the deed to the property as **Schedule C**. If applicant leases the facility, please attach, as **Schedule C**, a copy of the lease. If the project consists of the construction of a new facility, please attach a copy of the lease or deed to that property, whichever is appropriate. Please attach as **Schedule C-1** a copy of the current Abstract of Title for the real property.
- iii. If the facility and/or underlying real estate is subject to a mortgage(s), lien(s), other encumbrance(s), or document(s) affecting title of the property, please attach a copy of each as **Schedule D**.
- iv. If the facility and/or real estate has been the subject of an environmental audit, or if an environmental incident has occurred, please attach copies of reports or other explanatory information as **Schedule D-1**.

D. PROJECT INFORMATION

i. Total Project Cost: _____

ii. CCRLF Assistance Requested: _____

Please describe the project (i.e., building a new, larger facility, purchase of equipment, etc.):

iii. Explain why CCRLF assistance is necessary: _____

iv. When will the project be completed? If the project is being carried out in stages, please list the approximate completion date of each stage. (i.e., complete building addition by (date), purchase equipment by (date), etc.)

“Hoping to open July 4th, 2021.”

E. PROJECT COSTS

1. Project Costs

Please attach as **Schedule E** vendor estimates for all components of the project. All cost or price estimates should be good for ninety (90) days.

2. Sources and Uses of Funds to Complete Project

Source of Funds (CCRLF, bank, private financing, equity, etc.)	Amount	Term	Use	Security	Type (Term loan, line of credit, mortgage, etc.)

Total Project Cost \$ _____

If additional space is needed, please continue on a separate sheet.

Please attach as **Schedule F** proof of financial commitment from other lending sources detailing amount, rate, term, security and annual payment. If part of the project is being financed with equity from the Company, please attach a certification that the equity is now available or will be available at the time the project is initiated.

	Cost	Source of Funds
Acquisition of building/real estate		
Construction of new building		
Renovation to building		
Addition to building		
Purchase of capital equipment		
New product development		
Working capital		
Other		
Total Project		

F. JOB CREATION

1. Please identify the number of full-time or full-time equivalents employed at present and to be created as a result of the project over the next three years.

Number of Additional Jobs Created or Jobs Retained as a Result of the Proposed Project						Total New Jobs to be taken by Lower Income Persons (51% LMI)
Job Classification	Pay Range	Employed at Present	In One Year	In Two Years	In Three Years	

If additional space is required, please continue on a separate sheet.

G. FINANCIAL INFORMATION

1. Summary of Collateral

All loans made through the CCRLF are secured. Please list all items to be secured. Prior to closing, you will be required to provide an independent appraisal and deed for real property; or a list of make, model, serial number, and appraised value for machinery, equipment, furniture, or fixtures.

	Present Market Value	Present Mortgage Balance	Date Purchased	Cost Less Depreciation
Land and Building	\$	\$		\$
Machinery and Equipment	\$	\$		\$
Furniture and Fixtures	\$	\$		\$
Personal Residence	\$	\$		\$
Other _____	\$	\$		\$
Total Collateral Offered	\$	\$		\$

2. Attach as **Schedule G** financial statements of the company for the last two (2) years.
3. Provide a three-year pro-forma of projected revenues and expenses as **Schedule H**.
4. Has the applicant, partners or sole proprietor ever declared bankruptcy?
 Yes _____ No _____
5. Is the applicant presently involved in any litigation, which might affect its financial solvency?
6. For sole proprietors and all partners of partnerships, personal financial statements should be attached as **Schedule J**. The Chenango County Director of Planning reserves the right to request personal financial statements from corporate officers, but these are not required at this time.
7. Has the company ever been the subject of any environmental enforcement action or been involved in a dispute regarding hazardous waste, petroleum spill, pollution, or other environmentally related event. If so, provide details as **Schedule K**.

8. Please list below all outstanding business loans to the company or its partners.

Lending Institution	Amount	Purpose	Security	Term	Type	Borrower(s)

H. STATEMENT

The information provided in this application is in the nature of sensitive trade secrets or confidential financial data the public release of which would jeopardize the competitive position of the firm.

I. CERTIFICATION OF APPLICANT

The undersigned certifies that all information, which has been or will be furnished in support of this application, is given for the purpose of obtaining a loan from the Chenango County Revolving Loan Fund (CCRLF). I further certify that all information submitted has been examined and approved by me and is true, correct and complete. I agree to abide by all requirements to be set forth in connection with said loan programmed the penalties and provisions of all applicable Local, State and Federal laws pertaining to falsification of any item contained herein or fraudulent misrepresentation of my business. I further agree that verification of any information contained herein, or to be provided in support of this loan request, may be obtained and a formal credit check may be undertaken by any source deemed appropriate by the Loan Committee.

The undersigned further certifies that none of the owners, principal officers, shareholders, business associates or partners are currently serving, or within the twelve-month period immediately preceding the date of this certification, have served the Loan Review Committee or the Chenango County Board of Supervisors in any official capacity except as noted below (if no exceptions, so state):

The loan applicant agrees to pay all reasonable closing costs, including underwriting fees, associated with the project which will be detailed prior to loan closing. Closing costs may be included as an eligible expense under the loan and the loan request may be increased by the amount of the closing costs.

This is not a legally binding document for purposes of receipt of loan monies. The loan request may be withdrawn any time prior to formal closing of the loan. However, this application is being submitted in good faith as a request for loan funds.

PRINT NAME

APPLICANT'S SIGNATURE

DATE

DATE OF APPLICATION

List of Schedules to Accompany CCRLF Application, if required:

Schedule A Company History

Schedule B Description of the Facility

Schedule C Deed to the Property

Schedule C-1 Abstract of Title

Schedule D Mortgage(s)

Schedule D-1 Environmental Audit/Incident Documentation

Schedule E Project Cost Documentation

Schedule F Other Financial Commitments

Schedule G Company Financial Statements

Schedule H Three Year Pro forma

Schedule I Bankruptcy/litigation Information

Schedule J Personal Financial Statements

Schedule K Environmental Enforcement Actions