

BELKNAP COUNTY REVOLVING LOAN FUND

383 South Main Street, Laconia, NH 03246 • 603-524-3057

APPLICANT INFORMATION

Company (Print name as registered with Secretary of State)	State Registered
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Company Street	City	State	Zip	Telephone (include area code)
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Product/Service	Year Established	Tax ID #
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PLEASE CIRCLE:

Individual C Corporation	Sole Proprietorship LLC	Partnership LLP	S Corporation PLLC
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Billing Address if different from company address	Street
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City	State	Zip	Telephone (include area code)
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If Subsidiary Company, name and address of PARENT COMPANY

City	State	Zip	Telephone (include area code)
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OWNERSHIP STRUCTURE: (Please list all owners including percentage of ownership and their positions within the company)

1.	Name	Position/Title	% of ownership	Social Security Number
2.	Name	Position/Title	% of ownership	Social Security Number
3.	Name	Position/Title	% of ownership	Social Security Number
4.	Name	Position/Title	% of ownership	Social Security Number

Please list additional key employees who are not owners of the business:

1.	Name	Position/Title
2.	Name	Position/Title
3.	Name	Position/Title
4.	Name	Position/Title

BUSINESS BANKING REFERENCES (Please attach additional sheets if necessary)

Bank Name

Address	City	State	Zip
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Account Officer	Title	Telephone #
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Type of Account	Account Numbers	Date Opened
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Bank Name

Address	City	State	Zip
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Account Officer	Title	Telephone #
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Type of Account	Account Numbers	Date Opened
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Trade References (list any supplier who provides 25% or more of products and/or any other major suppliers)

Name	Address	City	State	Telephone	High Credit - Owing - Terms
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1

2

Terms of Trade Credit: _____**BUSINESS REAL ESTATE OWNED**

Property Address	Cost\$	Market Value\$
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City	State	Zip
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1st Mortgage: Original \$/Current Balance	Maturity	Rate	Held By	Monthly Payment
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2nd Mortgage: Original \$/Current Balance	Maturity	Rate	Held By	Monthly Payment
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Present Financial Obligations Please list below ALL bank, finance company, chattel mortgages, conditional sales and lease financing obligations outstanding. If more space is needed, please attach separate sheet(s).

Name	Acct. #	Orig. Amount	Balance Due	Monthly Pymt.	Purpose
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1.		\$	\$	\$	
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2.		\$	\$	\$	
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3.		\$	\$	\$	
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PROJECT INFORMATION *Brief Description*

1. Have any contracts for this project been signed? _____ If so, when? _____
2. Has any equipment to be financed been ordered? _____ If so, when? _____
3. Has any inventory to be financed been ordered? _____ If so, when? _____
4. Number of Jobs Saved _____ Jobs to be Created _____

TOTAL PROJECT COST

Land	\$ _____	Building Acquisition/Construction	\$ _____
Renovations & Improvements	\$ _____	Machinery and Equipment	\$ _____
Working Capital	\$ _____	Inventory	\$ _____
Furniture & Fixtures	\$ _____	Fees and Charges	\$ _____
Contingency	\$ _____	Total	\$ _____

Timetable:

Starting Date: _____ Completion Date: _____

PROPOSED FINANCING (include firm letters of commitment describe terms and conditions)

- a. _____ \$ _____ % of total _____
Financing Provider
Contact Name _____ Telephone Number (include area code) _____
- b. _____ \$ _____ % of total _____
Financing Provider
Contact Name _____ Telephone Number (include area code) _____
- c. _____ \$ _____ % of total _____
Owner Financing
Contact Name _____ Telephone Number (include area code) _____

TOTAL \$ _____

LOAN REQUEST INFORMATION:

Amount Requested \$ _____ Purpose _____

Repayment Terms Requested _____

Primary Source of Repayment _____

Collateral Description/Value _____

APPLICANT'S CERTIFICATION

I/We certify that all information in this application and all information furnished in support of this loan application is true and complete to the best of my/our knowledge and belief. I/WE authorize BCEDC or their representative to make all inquiries deemed necessary to determine my/our credit worthiness. This application and supporting information attached may be retained by BCEDC.

Signature of Authorized Officer or Principal

Title

Date

Signature of Authorized Officer or Principal

Title

Date

EXHIBITS

The following information MUST accompany the application. Please call with any questions.

- ☐ 1. Applicant's last THREE year's audited financial statements and business income Tax Returns, with all schedules and SIGNED by preparer.
- ☐ 2. Applicant's year-to-date interim financial statement.
- ☐ 3. Current year-to-date Accounts Receivable and Accounts Payable agings.
- ☐ 4. Current Personal Financial Statement for each Principal plus last TWO year's personal income tax returns, with all schedules and SIGNED by preparer, for each owner of 20% or more.
- ☐ 5. Partnership Agreement/LLC Member Agreement/Corporate By Laws, as applicable.
Include a Corporate Borrowing Resolution and the Businesses commitment to the project.
- ☐ 6. Copy of Certificate of Good Standing from the New Hampshire Secretary of State.
- ☐ 7. Written estimates from contractors or suppliers. Purchase agreement, if/when applicable.
- ☐ 8. Legal Description of real estate property (as applicable).
- ☐ 9. Current Business Plan: (including the following)
 - a. Five year projected financial statements (profit and loss, cash flow and balance sheets with detail regarding all assumptions and officer compensation).
 - b. Five-year marketing plan (include past, present and future markets, niches and geographic aspects, present market share and those of its competitors, organization of sales force, distributions channels, principal customers and their respective concentrations {include contact names and phone numbers for references}, advertising strategy and competitive advantage in market).
 - c. General information to include description of business operation, engineering capabilities, production and scheduling capabilities, quality control, inventory control (availability and pricing of raw materials), labor and training, future expansion or contraction, management capabilities, geographic considerations such as labor pool, transportation, utilities, expansion opportunities.
- ☐ 10. Civil Rights and Equal Opportunity Statement.
- ☐ 11. Short Form Environmental (if applicable).

FOR BCEDC USE ONLY

Request Type: IRP1 IRP2 CDBG1 CDBG2 Other
Concurrence: LRC BoD Other

IRP LOAN APPLICANT CERTIFICATION

LOAN APPLICANTS (individual(s), public or private organizations, or other legal entities) MUST CERTIFY THE FOLLOWING:

- has the authority to incur the debt and carry out the purpose of the loan,
- are citizens of the United States or reside in the United States after being legally admitted for permanent residence. In the case of an organization, at least 51 percent of the outstanding membership or ownership must be either citizens of the United States or residents of the United States after being legally admitted for permanent residence,
- business is located in Belknap County,
- are unable to finance the proposed project from its own resources or through commercial credit or other federal, State, or local programs at reasonable rates and terms,
- along with its principal officers (including their immediate family) hold no legal or financial interest or influence in BCEDC. Also, BCEDC and its principal officers (including immediate family) hold no legal or financial interest or influence in the Loan Applicant,
- Do not have any delinquent debt to the Federal Government.

LOAN APPLICANT HEREBY CERTIFIES all items listed above.

BUSINESS APPLICANT (please print) _____

Name of Authorized Signer (please print) _____ Title _____

Authorized Signature _____ Date _____

Name of Authorized Signer (please print) _____ Title _____

Authorized Signature _____ Date _____

EQUAL CREDIT OPPORTUNITY NOTICE

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided that the applicant has the capacity to enter into a binding contract); and because all or parts of the applicant's income is derived from any public assistance program; or because the applicant has in good faith, exercised any rights under the Consumer Credit Protection Act. The Federal agency that administers compliance with this law concerning this credit is the Federal Trade Commission. If a person believes he or she was denied assistance in violation of this law, they should contact the Federal Trade Commission, Washington, DC 20580. The Belknap County Economic Development Council is an equal opportunity provider and employer.

FOR BCEDC USE ONLY

Request Type: IRP1

IRP2

Conc _____

LRC _____

BoD _____

Other _____

Does loan request exceed
75% of project?