

504 application RLF Application



Regional Development Company
1757 Thornapple Circle
Valparaiso IN 46385
(219) 476-0504
(219) 476-4141 FAX

Loan Application

Company Information

www.rdc504.org

Company Name _____
Address _____ City _____ State _____ Zip _____
Principal in charge _____ Phone _____ Fax _____
Secondary contact person _____ Phone _____ Fax _____
(IN-HOUSE CONTROLLER OR BOOKKEEPER)
NAICS _____ email _____
Type of business _____ Date established _____
Number of Employees: _____ Existing _____ Estimated number of new employees within the next two years as a result of this loan.
Average hourly rate of employees _____ _____ Estimated number of new employees within the next five years as a result of this loan
Type of entity (check one) Proprietorship Partnership LLC Corporation – years business incorporated _____

Company Ownership

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

If a corporation, please indicate who is President and Secretary

Affiliate Businesses

IF APPLICABLE

Name _____ Owner _____ % of Ownership _____
(APPLICANT COMPANY OR INDIVIDUALS)
Name _____ Owner _____ % of Ownership _____
(APPLICANT COMPANY OR INDIVIDUALS)

Existing Business Location(s)

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 Contact _____ Name & Phone: _____
Accountant _____ Firm name _____ Phone _____
Attorney _____ Firm name _____ Phone _____
Broker _____ Firm name _____ 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, etc.) _____

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

Total Project Costs

Building purchase price	\$ _____	Land Acquisition	\$ _____
Building improvements	\$ _____	Building construction	\$ _____
Equipment *	\$ _____	Architects, permits, other Soft Costs	\$ _____
Other	\$ _____	Working capital **	\$ _____
	\$ _____	Inventory **	\$ _____
		Total	\$ _____

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

** Please note- Working capital and inventory are ONLY for revolving loan fund applications. These are NOT eligible 504 costs.

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

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 & state) _____ Race _____ Social Security No. _____

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

Home address _____ City _____ State _____ Zip _____

From _____ To Present _____ Home phone _____ Business phone _____

Immediate past address _____ City _____ State _____ Zip _____

From _____ To _____

Are you employed by the U.S. Government? _____ If so, give the name of the agency and position _____

Spouse's Name _____
FIRST MIDDLE MAIDEN LAST

Date of birth _____ Place of birth (city & state) _____ Race _____ Social Security No. _____

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

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 subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction? Yes No

Have you been arrested in the past six months for any criminal offense? Yes No

For any criminal offense – other than a minor vehicle violation – have you ever: 1) been convicted; 2) plead guilty; 3) plead nolo contendere; 4) been placed on pretrial diversion; or 5) been placed on any form of parole or probation (including probation before judgment). Yes No

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

Miscellaneous questions

Have you or any officer of your company ever been involved in bankruptcy or insolvency proceedings? Yes No

Are you or your business involved in any pending or prior lawsuits? Yes No *If yes, please provide details on a separate sheet.*

Have you ever received an SBA loan? Yes No *If yes, please provide a copy of the SBA Loan Authorization Document and the following:*

Original Amount _____ Date of the loan _____

Current Balance _____ Status _____

Military service background

Branch _____ From _____ To _____

Rank at discharge _____ Honorable? _____

Job description _____

Work experience

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 _____			

Credit Report Authorization

I declare that the information provided in this application is true and correct. I hereby authorize the release of any and all credit report and other information required in the processing of my loan application and as required in the servicing and/or during the term of my loan. I further authorize Regional Development Company to release such information to any entity as required in the processing of my loan application.

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

Signature _____ Date _____

Spouse Signature _____ Date _____