

# GENESEE/FINGER LAKES REGIONAL PLANNING COUNCIL



## REGIONAL REVOLVING LOAN FUND

### LOAN APPLICATION

Application Fee: See Checklist (last page)  
Include Check With Application to Facilitate Processing.

**I. APPLICATION INFORMATION**

A. Company Name, Address, City/State/Zip

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B. Company Owner/Officer Completing This Application

Name

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Title

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Mailing Address

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Telephone

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Fax

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C. Business Type

Sole Proprietorship

Partnership

Privately-held Corporation

Public Corporation

Listed On (Exchange)

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D. State of Incorporation/Date:

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E. Principal Owners/Officers

Name

Title

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F. Principal Stockholders/Partners  
(Owner of 5% or more of stock)

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G. Bank References and Telephone Numbers

_____	( )	_____
_____	( )	_____
_____	( )	_____

H. Major Trade References And Telephone Numbers

_____	( )	_____
_____	( )	_____
_____	( )	_____

I. Has the Company (or any related Company) been involved in any prior financing, whether by this Agency, or by any financial institution, in the Region in which this project is located?

Yes

No

J. Company Legal Counsel

Attorney's Name

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

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**II. PROJECT DATA**

A. Location of Project (Address If Available)

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B. Indicate Municipal Jurisdictions

Town

Village

City

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C. Are Other Facilities Or Related Companies Located Within The State?

Yes

No

D. 1) History of Business (Past, Present, and Future)

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2) Project Narrative – 1 Page (Include why you need public funds for this project, uses, and sources of funds to be used in project).

3) Resume(s) of Management

4) Marketing Strategy

E. Attach Copies of Preliminary Plans or Sketches of Project, Site, And Existing Facility. Etc. Include Environmental Review Status

- F. Include Proposed Lease For The Location.
- G. Include Purchase Option For Location
- H. Provide Current And Estimated Jobs To Be Achieved From This Project. (Note if hourly, weekly, or annual pay)

Job Classification	Pay Range

<u>Number of Employees per Category</u>			
Presently	6 Months	1 Year	2 Years

**III. PROJECT COSTS AND FINANCIAL REQUIREMENTS**

- A. List All Lenders For This Project (Including Name if Institution, G/FLRPC – Contact Person, Telephone Number, Amount of Financing Requested)

**Bank**

Contact
Phone
Amount



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- D. Bank Agreement to Participate (Include Commitment Letter)
- E. Current Financial Data
  - 1) Signed Year-End Statements (3 Years)
  - 2) Signed Interim Financial Statements (90 Days)
  - 3) Federal Income Tax Forms (3 Years)
  - 4) Schedule of All Installments, Debts, Notes, Etc.
- F. Projection And/Or Cash Flow (3 Years, Monthly for 1<sup>st</sup>. Year And Annually For Remaining 2 Years), With Assumptions.

## **AGREEMENTS AND CERTIFICATIONS**

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### **AGREEMENTS:**

- (a) I/we agree that if the lender approved this loan application I/we will not, for at least two years, hire as an employee or consultant anyone that was employed by the lender during the one year period prior to the distribution
- (b) I/we agree that the project will adhere to all local, state and federal air and water pollution standards
- (c) I/we agree that I/we will obtain required flood hazard insurance
- (d) I/we agree that if construction is financed by this loan, accessibility to the handicapped is assured by compliance with the standards of 41 CFR, Sub-Part 101-19.6
- (e) I/we agree that if construction is financed by this loan, the project will comply with National Historic Preservation Act, 1966, as amended.
- (f) I/we agree to submit to the lender quarterly financial reports
- (g) I/we agree to all other policies, requirements, criteria, targets of the Revolving Loan Fund.

### **CERTIFICATIONS:**

- (a) I/we certify that all information in this application and exhibits are true and complete to the best of my/our knowledge and is submitted to Genesee/Finger Lakes Regional Revolving Loan Fund so it can decide whether to grant a loan or participate with a lending institution in a loan to me/us.
- (b) I/we give the assurance that I/we will comply with Section 112 and 113 of Volume 13 of the Code of Regulations. These Code Sections prohibit discrimination on the grounds of race, color, sex, religion, marital status, handicap, age, or nation origin by recipients of federal financial assistance and require appropriate reports and access to books and records. These requirements are applicable to anyone who buys or takes control of the business. I/we realize that if I/we do not comply with these non-discrimination requirements the lender can call, terminate or accelerate repayment on my/our loan.
- (c) I/we certify that facilities under its ownership, lease or supervision, which will be utilized in the accomplishments of the project or services financed by this loan, are not listed on the Environmental Protection Agency's (EPA) list of violation facilities, pursuant to Section 15.20 of 40CFR, Part 15.
- (d) I/we certify that I/we am/are not relocating from another labor area.

**Authority to Collect Personal Information:**

This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974).  
Effect on Non-disclosure: Omission of an item means you might not receive full consideration

I/we authorize disclosure of all information submitted in connection with this application to the financial institution agreeing to participate in the loan.

As consideration for any Management and Technical Assistance that may be provided, I/we waive all claims against Genesee Finger Lakes Regional Revolving Loan Fund and its consultants

I/we realize that if I/we do not comply with these Agreements and Certifications, the lender can call, terminate, or accelerate repayment of my/or loan.

\_\_\_\_\_  
Signature of Preparer  
(If Other than Applicant)      By: \_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Print/Type Name of Preparer      \_\_\_\_\_  
Signature of Corporate Secretary

\_\_\_\_\_  
Address of Preparer      \_\_\_\_\_  
Corporate Seal      Date

## **Checklist of Information to be attached**

### **No exceptions**

- 1) Non-refundable application fee: G/FLRPC \$250. Include a check made payable to: Genesee/Finger Lakes Regional Planning Council.
- 2) Copy of business formation paperwork.
- 3) Personal Financial Statement for each Principal owning 20% or more of the company or company stock.
- 4) Copy of Personal Income taxes for each Principal owning 20% or more of the company or company – 3 years.
- 5) Organizational chart for the company
- 6) Resume for each company manager
- 7) Brief Narrative about the company history
- 8) Marketing information
- 9) Business Credit Report
- 10) Bank commitment letter or rejection letter (clarify before submitting application)
- 11) Documentation of value and indebtedness of Real Property to be used for equity and/or collateral
- 12) Documentation for cost of all Real Property listed under “uses”.
- 13) Completed spreadsheet of company historical financial statements – 3 or more recent years.
- 14) Signed interim company financial statements 90 days.
- 15) Federal Income taxes for business – 3 years
- 16) Schedule of all business debts, installments or notes.
- 17) Financial Projections for business – 3 years