



The City of  
**Alliance,** Ohio, 44601-2415

"The Carnation City"

504 EAST MAIN STREET

DEPARTMENT OF  
PLANNING AND DEVELOPMENT

**JOSEPH C. MAZZOLA**  
DIRECTOR

PHONE 330-829-2235  
FAX 330-821-9362

Application for Financial Assistance

**I. APPLICANT/BUSINESS**

_____ Name of Primary Contact	_____ Title
_____ Name of Primary Borrower	_____ Federal ID #
<b>Same</b>	_____ Federal ID#
_____ Operating Company (if different)	_____ Federal ID#
_____ Street Address	
_____ City & State	_____ Zip Code
_____ Telephone	_____ FAX
_____ Type of Business	_____ Year Established
_____ Name of Participating Bank	_____ Loan Officer

**II. MANAGEMENT: List the names of all owners (10% or greater), officers, directors and/or partners and provide their percent of ownership.**

_____ Name & Title	_____ % Ownership	_____ Birthdate
_____ Home Address	_____ Social Security Number	
_____ City, State & Zip	_____ Home Phone	
_____ Name & Title	_____ % Ownership	_____ Birthdate
_____ Home Address	_____ Social Security Number	
_____ City, State & Zip	_____ Home Phone	
_____ Name & Title	_____ % Ownership	_____ Birthdate
_____ Home Address	_____ Social Security Number	
_____ City, State & Zip	_____ Home Phone	

**III. PRODUCTS/ SERVICES (Describe):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV. PROJECT IMPACT**

_____ Current Jobs	_____ Jobs Retained	_____ Jobs Created
Time needed to complete project: ____ months.		

**V. PROJECT COMPONENTS**

<b>COSTS</b>	<b>FINANCING</b>
\$ _____ Real Estate Purch/Construction	\$ _____ Applicant/Business
\$ _____ Leasehold Improvements	\$ _____ Bank
\$ _____ Machinery/Equipment	\$ _____ SDBFC/SBA/OHIO
\$ _____ Other (Explain)	\$ _____ Other (Explain)
\$ _____ Total Project Cost	\$ _____ Total Project Financing
\$ _____ Amount of Assistance Requested from SDBFC	

**VI. OTHER CAPITAL SOURCES**

Name and address of other organizations which at any time have funded this project.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_

**Source of Applicant's share of Project Funds:**

_____ Sales of Present Line	_____ Venture Capital	_____ Bank Loans
_____ Other (Explain): _____		

**VII. Type of Loan**

_____ SBA 504	_____ Revolving Loan Fund
_____ Ohio 166 RLP	_____ Ohio Pollution Prevention
_____ Enterprise Bond Fund	_____ Other: _____

**BE SURE TO READ THE "TERMS AND CONDITIONS" ON THE REVERSE SIDE AND SIGN WHERE INDICATED. APPLICATION FEE MUST ACCOMPANY APPLICATION**

## APPLICATION FEES

Certain application fees apply to offset the cost of preparation of the loan package:

City of Alliance Revolving Loan Program \$300.00

These fees are due at the time of application.

## TERMS AND CONDITIONS

ANY INFORMATION GIVEN TO THE ECONOMIC DEVELOPMENT PROJECT SCREENING COMMITTEE (EDPSC) WILL BE HELD IN STRICTEST CONFIDENCE

- 1 EDPSC will make every reasonable effort to maintain the integrity of confidential trade secrets and financial information submitted in connection with this application.
- 2 EDPSC shall not be liable for expenses incurred by the Applicant in the preparation and submission of any request for financial assistance.
- 3 The Applicant will be responsible for any legal expenses incurred by the EDPSC regardless of whether or not this application is approved or the loan is closed.
- 4 Requests for financial assistance will be approved or declined at the sole discretion of the Alliance City Council. Such approval will be conditioned on the negotiation of an appropriate legal agreement between the Applicant and the Alliance City Council and may be conditioned on the availability of funds.
- 5 The Applicant gives assurance of compliance with Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the grounds of race, color, religion, marital status, handicap, age or national origin.
- 6 The EDPSC is hereby given authority to contact the Applicant's legal counsel, accountants, bankers, suppliers and customers. Furthermore, the SDBFC is given authority to obtain and review credit reports on the Applicant Company and its Owners and Officers without prior notice.
- 7 Applicant intends and expects to provide employment opportunities in Ohio as represented on this Application for Financial Assistance.
- 8 The purpose of the Revolving Loan Fund is to support business activities for which credit is not otherwise available on terms and conditions which could permit completion and/or the successful operation or accomplishment of the project in the following areas: fixed assets and working capital. The EDPSC reserves the right to recall the loan if these requirements are not met.
- 9 The Applicant gives the EDPSC permission to use its name and non-confidential information as part of a news release summarizing EDPSC's loan activities.

**The undersigned has read and accepts the Terms and Conditions of this application:**

**Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_



U.S. SMALL BUSINESS ADMINISTRATION

OMB APPROVAL NO. 3245-0188  
EXPIRATION DATE: 3/31/2008

PERSONAL FINANCIAL STATEMENT

As of \_\_\_\_\_, \_\_\_\_\_

Complete this form for: (1) each proprietor, or (2) each limited partner who owns 20% or more interest and each general partner, or (3) each stockholder owning 20% or more of voting stock, or (4) any person or entity providing a guaranty on the loan.

Name \_\_\_\_\_ Business Phone \_\_\_\_\_

Residence Address \_\_\_\_\_ Residence Phone \_\_\_\_\_

City, State, & Zip Code \_\_\_\_\_

Business Name of Applicant/Borrower \_\_\_\_\_

ASSETS		(Omit Cents)	LIABILITIES		(Omit Cents)
Cash on hand & in Banks .....	\$	_____	Accounts Payable .....	\$	_____
Savings Accounts .....	\$	_____	Notes Payable to Banks and Others .....	\$	_____
IRA or Other Retirement Account .....	\$	_____	(Describe in Section 2)		
Accounts & Notes Receivable .....	\$	_____	Installment Account (Auto) .....	\$	_____
Life Insurance-Cash Surrender Value Only .....	\$	_____	Mo. Payments \$ _____		
(Complete Section 8)			Installment Account (Other) .....	\$	_____
Stocks and Bonds .....	\$	_____	Mo. Payments \$ _____		
(Describe in Section 3)			Loan on Life Insurance .....	\$	_____
Real Estate .....	\$	_____	Mortgages on Real Estate .....	\$	_____
(Describe in Section 4)			(Describe in Section 4)		
Automobile-Present Value .....	\$	_____	Unpaid Taxes .....	\$	_____
Other Personal Property .....	\$	_____	(Describe in Section 6)		
(Describe in Section 5)			Other Liabilities .....	\$	_____
Other Assets .....	\$	_____	(Describe in Section 7)		
(Describe in Section 5)			Total Liabilities .....	\$	_____
Total	\$	_____	Net Worth .....	\$	_____
			Total	\$	_____

Section 1. Source of Income		Contingent Liabilities			
Salary .....	\$	_____	As Endorser or Co-Maker .....	\$	_____
Net Investment Income .....	\$	_____	Legal Claims & Judgments .....	\$	_____
Real Estate Income .....	\$	_____	Provision for Federal Income Tax .....	\$	_____
Other Income (Describe below)* .....	\$	_____	Other Special Debt .....	\$	_____

Description of Other Income in Section 1.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\*Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.

Section 2. Notes Payable to Banks and Others. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

Name and Address of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency (monthly, etc.)	How Secured or Endorsed Type of Collateral

**Section 3. Stocks and Bonds. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed).**

Number of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value

**Section 4. Real Estate Owned. (List each parcel separately. Use attachment if necessary. Each attachment must be identified as a part of this statement and signed.)**

	Property A	Property B	Property C
Type of Property			
Address			
Date Purchased			
Original Cost			
Present Market Value			
Name & Address of Mortgage Holder			
Mortgage Account Number			
Mortgage Balance			
Amount of Payment per Month/Year			
Status of Mortgage			

**Section 5. Other Personal Property and Other Assets. (Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment and if delinquent, describe delinquency)**

**Section 6. Unpaid Taxes. (Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches.)**

**Section 7. Other Liabilities. (Describe in detail.)**

**Section 8. Life Insurance Held. (Give face amount and cash surrender value of policies - name of insurance company and beneficiaries)**

I authorize SBA/Lender to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. I understand FALSE statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General (Reference 18 U.S.C. 1001).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

PLEASE NOTE: The estimated average burden hours for the completion of this form is 1.5 hours per response. If you have questions or comments concerning this estimate or any other aspect of this information, please contact Chief, Administrative Branch, U.S. Small Business Administration, Washington, D.C. 20416, and Clearance Officer, Paper Reduction Project (3245-0188), Office of Management and Budget, Washington, D.C. 20503. PLEASE DO NOT SEND FORMS TO OMB.

# FINANCING APPLICATION CHECKLIST

Applicant's Name and Address: \_\_\_\_\_  
\_\_\_\_\_

Name of Present Bank: \_\_\_\_\_

Name of Loan Officer: \_\_\_\_\_

- \_\_\_\_\_ 1. History and description of the business. Include discussion of product mix, markets served, proposed new products/markets and the management ability and qualifications/background of the principals involved in day-to-day management of the business.
- \_\_\_\_\_ 2. A statement detailing the source of funds and exact uses of the loan proceeds, include a copy of signed purchase agreements, preliminary plans, specifications and contractor estimates of costs covering new construction and improvements, vendor quotes for machinery and equipment, etc. as well as an itemized listing of estimated "professional fees" that are included in the project.
- \_\_\_\_\_ 3. A statement of the anticipated benefits the project provides to the company including the number of jobs to be retained and/or created, gained efficiencies, and competitive advantage.
- \_\_\_\_\_ 4. Complete financial statements including a balance sheet and income statement for the previous three fiscal year ends of the small business concern (SBC), as well as federal income tax returns. If the SBC is a new business, provide a proforma balance sheet with a description of assumptions attached.
- \_\_\_\_\_ 5. A current interim financial statement including a balance sheet and current income statement, dated within 90 days of the application along with a detailed aging of Accounts Receivable and Accounts Payable as of the same date of the balance sheet.
- \_\_\_\_\_ 6. Where appropriate, a projected balance sheet and income statement with supporting assumptions, for the remainder of the current fiscal year plus three full year ends beyond the completion of the proposed project.
- \_\_\_\_\_ 7. For a new business (may be required on an existing business), a monthly cashflow analysis for the first 12 months of operation or for three months beyond the breakeven point (whichever is longer) together with a description of assumptions.
- \_\_\_\_\_ 8. The names of affiliated or subsidiary businesses (through common ownership or management control) along with the last three fiscal year-end financial statements and/or federal income tax returns for the last three years on each company
- \_\_\_\_\_ 9. Resumes, personal financial statements dated within 90 days of application (must use SBA Form 413 if an SBA loan) and two years personal tax returns of all proprietors, partners, officers and stockholders owning 10% or more of the company.

(Over)

- \_\_\_ 10. If applicable, copy of the existing or proposed lease agreement.
- \_\_\_ 11. An independent appraisal (if required) on an "as completed" basis.
- \_\_\_ 12. A Phase I environmental survey (if required) on land to be pledged as collateral.
- \_\_\_ 13. A schedule of debts which includes the original date and amount, monthly payment, interest rate, present balance owed, maturity, to whom payable, and collateral securing the loan for every loan that the business has outstanding as of the interim financial statement date or has planned for the next 12 months. Please indicate whether each loan is current or delinquent.
- \_\_\_ 14. A letter from the participating lender stating the terms and conditions of its participation and the reason why it will not finance the entire project.
- \_\_\_ 15. A list of collateral to be offered as security on the loan.

### **ADDITIONAL INFORMATION REQUIRED IF APPLYING FOR AN SBA 504 LOAN**

- \_\_\_ 16. Personal History Statement (SBA Form 912) for each officer and director (regardless of ownership) and each proprietor, partner and stockholder with 20% or more ownership of the small business concern (SBC) and, if different, each owner with 20% or more ownership of the eligible passive concern (EPC). This form is provided by the SDBFC.
- \_\_\_ 17. If the business is a franchise, include a copy of the Franchise Agreement and the Franchisor's Disclosure Statement that is required by the Federal Trade Commission.
- \_\_\_ 18. A schedule of any previous government financing received by the applicant small business concern or any affiliated company of the applicant as well as any associate (as defined by §120.10) or principal of the applicant. Include the name of the agency, the original date and amount, the outstanding balance, status of the loan (current, delinquent, paid in full, or charged off), and collateral securing the loan.
- \_\_\_ 19. Resolution of the Board of Directors (SBA Form 160) if a corporation, authorizing the company to borrow and a copy of the Articles of Incorporation. If a partnership or Limited Liability Corporation, provide a Partnership Agreement and Certificate of Partners (SBA Form 160A) These forms are provided by the SDBFC.
- \_\_\_ 20. IRS Form 4506 (Request for Copy of Transcript of Tax Form). This form is provided by the SDBFC to each borrower and guarantor. It allows the SDBFC to obtain a copy of federal tax returns which must be compared to financial information provided as part of the loan application.
- \_\_\_ 21. A completed SBA Form 159 (Compensation Agreement) for costs incurred by the applicant to third parties (attorney, accountant, etc.).