

Denver Urban Economic Development Corporation

**Company Information**

Company name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Principal in charge \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Secondary contact person \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_  
(IN-HOUSE CONTROLLER OR BOOKKEEPER)

Type of business \_\_\_\_\_ Date established \_\_\_\_\_

Type of entity (check one):       Proprietorship       Partnership       Corporation       LLC

**Company Ownership**

Name \_\_\_\_\_ Title \_\_\_\_\_ % of Ownership \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ % of Ownership \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ % of Ownership \_\_\_\_\_

**Affiliate Businesses**

IF APPLICABLE

Name \_\_\_\_\_ Owner \_\_\_\_\_ % of Ownership \_\_\_\_\_  
(APPLICANT COMPANY OR INDIVIDUALS)

Name \_\_\_\_\_ Owner \_\_\_\_\_ % of Ownership \_\_\_\_\_  
(APPLICANT COMPANY OR INDIVIDUALS)

If a corporation, please indicate who is President and Secretary

**Existing Business Locations**

Address \_\_\_\_\_ Square feet \_\_\_\_\_ Lease payment \_\_\_\_\_ Lease expiration \_\_\_\_\_

Address \_\_\_\_\_ Square feet \_\_\_\_\_ Lease payment \_\_\_\_\_ Lease expiration \_\_\_\_\_

Address \_\_\_\_\_ Square feet \_\_\_\_\_ Lease payment \_\_\_\_\_ Lease expiration \_\_\_\_\_

Address \_\_\_\_\_ Square feet \_\_\_\_\_ Lease payment \_\_\_\_\_ Lease expiration \_\_\_\_\_

**References**

Bank name \_\_\_\_\_ Acct. no. \_\_\_\_\_ Acct. officer \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_

Accountant \_\_\_\_\_ Firm name \_\_\_\_\_ Phone \_\_\_\_\_

Attorney \_\_\_\_\_ Firm name \_\_\_\_\_ Phone \_\_\_\_\_

Trade references \_\_\_\_\_ Contact Person \_\_\_\_\_ 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.

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 ...) \_\_\_\_\_

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

**Total Project Costs**

<b>Purchase existing building</b>		<b>Construction Project</b>	
Purchase price .....	\$ _____	Land acquisition .....	\$ _____
Improvements .....	\$ _____	Construction bid .....	\$ _____
Equipment* .....	\$ _____	Architects, permits, other soft costs .....	\$ _____
Other .....	\$ _____	Equipment* .....	\$ _____
	Total..... \$ _____	Other.....	\$ _____
		Total.....	\$ _____

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

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

**Business Debt Schedule**

Indebtedness: Furnish the following information on all installment debts, contracts, notes, and mortgages payable. Do not include accounts payable or accrued liabilities.

Company Name \_\_\_\_\_

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

Creditor Name/address	Original amount	Original date	Present balance	Interest rate	Maturity date	Monthly payment	Security	Current or delinquent
<b>Total present balance**</b>				<b>Total monthly payment</b>				

\* Should be the same date as current financial statement.

\*\* Total must agree with balance shown on current financial statement.

## Employee Questionnaire

Number of current employees \_\_\_\_\_

Estimated number of new employees within the next two years as a result of this project \_\_\_\_\_

### Key employees

Name	Title	Responsibilities	Years with company	Years in the industry

## Miscellaneous Questions

Have you or any officer of your company ever been involved in bankruptcy or insolvency proceedings? \_\_\_\_\_

Are you or your business involved in any pending or prior lawsuits? \_\_\_\_\_ *If yes, please provide details on a separate sheet.*

Have you ever received a SBA loan? \_\_\_\_\_ *If yes, please provide a copy of the SBA Loan Authorization Document and the following:*

Original Amount \$ \_\_\_\_\_ Date of the loan \_\_\_\_\_

Current Balance \$ \_\_\_\_\_ Status \_\_\_\_\_

Has the applicant business or businesses owned or controlled by the applicant or any of its associates which previously owned, operated or controlled a business defaulted on a Federal loan, causing a loss to the government (including SBA, FHA, USDA, student loans, etc?) \_\_\_\_\_

*If yes, please provide details including name of agency, loan amount, original date and amount, and the amount of the loss to the government.*

## Checklist

### Business Information

<input type="checkbox"/>	Business financial statements for the last three years
<input type="checkbox"/>	Projections (if business is less than three years old)
<input type="checkbox"/>	Interim financial statement dated within the last 45 days
<input type="checkbox"/>	Business debt schedule (form attached)
<input type="checkbox"/>	Federal tax returns for the last three years
<input type="checkbox"/>	Articles of Incorporation, Amendments thereto, and By-Laws (if corporation)
<input type="checkbox"/>	Articles of Organization and Operating Agreement (if LLC)
<input type="checkbox"/>	Partnership Agreement (if partnership)
<input type="checkbox"/>	Business License <i>and</i> Fictitious Business Name Statement (if proprietorship)
<input type="checkbox"/>	Franchise Agreement

### Personal information (for each owner of 20% or greater)

<input type="checkbox"/>	Personal tax returns for the last three years
<input type="checkbox"/>	Personal resume (form attached)
<input type="checkbox"/>	Personal financial statement (form attached)
<input type="checkbox"/>	Photocopy of driver's license/I.D. card

### Real estate information

<input type="checkbox"/>	Real Estate Purchase Agreement or settlement sheet
<input type="checkbox"/>	Construction cost budget and/or equipment invoices
<input type="checkbox"/>	Existing environmental studies

## Authorization to Release Information

I/We hereby authorize the release to Denver Urban Economic Development Corporation of any information they may require at any time for any purpose related to my/our credit transaction with them.

I/We further authorize Denver Urban Economic Development Corporation to release such information to any entity they deem necessary for any purpose related to my/our credit transaction with them.

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

Name of applicant(s) \_\_\_\_\_

Signature of applicant(s) \_\_\_\_\_

Date \_\_\_\_\_

Name of applicant(s) \_\_\_\_\_

Signature of applicant(s) \_\_\_\_\_

Date \_\_\_\_\_

# APPLICATION AND DEPOSIT

Dear Sir or Madam:

The undersigned hereby makes application through Preferred Lending Partners for an SBA 504 Loan. Enclosed herewith is an application deposit of \$1,000 to be held by Preferred Lending Partners. It is expressly understood and agreed that in the event the loan applied for is turned down by Preferred Lending Partner or SBA, the entire deposit will be refunded, in full, within ten days of the date of denial. In the event said loan is approved, the entire deposit will become nonrefundable, however it will be credited towards the closing fees at the time the loan is funded. If applicant(s) decides to withdraw their application prior to approval, Preferred Lending Partners can invoice for additional fees if said loan administration fees are above the deposit amount. Preferred Lending Partners shall refund any remaining balance of the deposit to applicant(s). If said loan is approved and the applicant(s) decides to withdraw prior to closing, all deposits will become nonrefundable. It is also expressly understood and agreed that a 1% or \$2,500 (whichever is greater, with a maximum of \$7,000) Commitment Deposit will be due to Preferred Lending Partners upon SBA approval of said loan request. This Commitment Deposit will be credited towards the closing costs on the SBA loan. This credit will be allocated to closing costs and/or other 1<sup>st</sup> Lending fees associated with your loan at the time the SBA loan is funded.

**Please Note: The deposits collected by Preferred Lending Partners do not ensure that additional funds will not be required at the time of SBA funding.**

You will receive an invoice for the application deposit before you loan is submitted to SBA. You will also receive an invoice for the commitment deposit once your loan is approved by SBA and has issued you your SBA Authorization for Debenture Guarantee.

You are hereby certifying that the information provided in the application and other supporting documentation is true and correct to the best of your knowledge.

You are hereby authorizing Preferred Lending Partners the ability to investigate your credit bureau report.

You are hereby authorizing the title company to do their due diligence in the preparation of the disbursement of funds for the SBA loan.

**NO SELLER CREDITS CAN OR WILL BE ACCEPTED AS PART OF THE SBA 504 LOAN STRUCTURE.**

It is understood that Preferred Lending Partners will not share the operating company's financial information or the personal financial information of any applicant with other third parties without the explicit written consent of the applicants(s).

The applicant(s) will indemnify and hold Preferred Lending Partners and/or its agents harmless from any and all loss or injury, including reasonable attorney fees, resulting or arising from failure by the applicant(s) to receive such loan, and/or any loss or liability to applicant(s) or the business of the applicant(s). All parties agree that there are no other promises, terms, or agreements (oral or written) between Preferred Lending Partners and the undersigned, and that the SBA 504 Program's rules and fees are subject to change at any time.

APPLICANT'S SIGNATURES

DATE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_