

CASE NO. \_\_\_\_\_

**CITY OF HAVRE DE GRACE**  
**REVITALIZATION AND DEVELOPMENT (RAD) REVOLVING LOAN FUND**  
**APPLICATION FOR LOAN**

**A. APPLICANT INFORMATION**

1. Applicant: \_\_\_\_\_
2. Home Address: \_\_\_\_\_
3. Name of Business: \_\_\_\_\_
4. Business Address: \_\_\_\_\_  
\_\_\_\_\_
5. Business/Daytime Phone: \_\_\_\_\_
6. Type of Business (check one):  
Corporation \_\_\_\_\_  
Partnership \_\_\_\_\_  
Sole Proprietorship \_\_\_\_\_
7. Briefly Describe Business Activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. MANAGEMENT INFORMATION**

1. List the name of all owners, officers, directors, and/or partners:

<u>Name</u>	<u>Address</u>	<u>% Owned</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Other resources available to the business (name, address and telephone number):

Legal: \_\_\_\_\_

Accounting: \_\_\_\_\_

Banking: \_\_\_\_\_

Insurance: \_\_\_\_\_

Other: \_\_\_\_\_

**C. BUSINESS PLAN INFORMATION** (Note: your own business plan can be substituted for Subsection C of the application.)

1. Briefly describe the history of your business.

2. Briefly describe the educational, technical and business background of the principals listed under Management and all other key employees presently employed. Attach resumes (Label as Exhibit A).

3. Briefly describe your market and marketing strategy (If additional space is required, use additional pages and label as Exhibit B).

- a. What is your market? What is its growth potential?
- b. How will you attract, keep and expand your customer base?
- c. Who are your major customers?
- d. What is your present/expected targeted market share?
- e. What capacity do you have for future growth?

4. Briefly describe your competition. Items to discuss are as follows:

- a. Who are your competitors?
- b. What are their strengths/weaknesses?
- c. What are the differences in the goods and/or services your business will provide compared to your competitors?
- d. How do you plan to compete with your competition?



3. Expected total project costs and use of RAD funds:

<u>Use</u>	<u>Total Project</u>	<u>RAD Funds</u>
Building/Land Acquisition	\$ _____	_____
Construction	\$ _____	_____
Building Renovation	\$ _____	_____
Equipment Purchases	\$ _____	_____
Working Capital	\$ _____	_____
Other: _____	\$ _____	_____
_____	\$ _____	_____
Total	\$ _____	_____

4. Proposed sources of financing:

<u>Source</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Term</u>
Equity	\$ _____	<u>N/A</u>	<u>N/A</u>
RAD Loan	\$ _____	<u>5%</u>	_____
Bank: _____	\$ _____	_____	_____
Other Loans: _____	\$ _____	_____	_____
Other: _____	\$ _____	_____	_____
Total	\$ _____		



**E. SUMMARY OF COLLATERAL FOR RAD LOAN**

If your collateral consists of Machinery/Equipment, Furniture/Fixtures, and/or other, please provide an itemized list (Labeled Exhibit C) that contains serial and identification number for all items that had an original value greater than \$500.

	<u>Description</u>	<u>Appraised/ Present Market Value</u>	<u>Net Book Value (Cost less Deprec.)</u>	<u>Present Mortgage Balance</u>
Land/Building	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
Machinery/Equipment	_____	_____	_____	_____
Furniture/Fixture	_____	_____	_____	_____
Inventory	_____	_____	_____	_____
Receivable	_____	_____	_____	_____
Other	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
Total:		\$ _____	\$ _____	\$ _____

**F. CURRENT BUSINESS DEBT OBLIGATIONS**

(Furnish the following information of all installment debts, notes, and mortgages payable.)

To Whom Payable	Original Amount	Original Date	Present Balances	Rate of Interest	Maturity Date	Monthly Payments	Security	Current or Past Due
	\$		\$			\$		
	\$		\$			\$		
	\$		\$			\$		
	\$		\$			\$		
	\$		\$			\$		

**G. JOB CREATION**

1. Please complete the following schedule. The number of employees should be computed on a full-time equivalent basis (35 hrs./ week for 52 weeks = 1820 hrs/year for each full-time equivalent employee.)

<u>Job Title</u>	<u>Avg. Annual Salary</u>	<u>Current</u>	<u>Number of Employees</u>	
			<u>1 Yr. After Project Completion</u>	<u>3 Yrs. After Project Completion</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
	Total	_____	_____	_____

2. Provide a brief narrative as to how the proposed project will create the above referenced jobs:

**H. RAD NEED NARRATIVE**

Provide a brief explanation as to the “need” for the low interest public financing. The applicant must demonstrate that the proposed project is not financially feasible “but for” the amount and term of the requested loan.

**I. OTHER REQUIREMENTS: THE FOLLOWING EXHIBITS MUST BE COMPLETED WHERE APPLICABLE. ALL QUESTIONS ANSWERED ARE MADE A PART OF THE APPLICATION.**

1. Submit the statements listed below: a,b,c from the three (3) previous years of operations; also a,b,d dated within three (3) months of the filing of this application. (Label as Exhibit D).
  - a. Balance Sheet
  - b. Profit and Loss Statement
  - c. Business Tax Returns
  - d. Listing of Accounts Receivable and Accounts Payable
2. Submit the following projections detailing the applicable assumptions: (Label as Exhibit E).
  - a. Balance Sheet after receipt of the RAD loan.
  - b. Profit and Loss Statement (in same format as prior year submissions) for the next three (3) years of operation.
3. Submit a Cash Flow Projection on a monthly basis for the year immediately following the receipt of the RAD LOAN. Label as (Exhibit F).
4. Submit personal financial statements of all owners (having 20% or greater financial interest in the business), co-signers (if applicable), and/or other guarantors (if applicable). (Label as Exhibit G). Use the attached form or an equivalent.
5. Submit commitment letter(s) from other lender(s) participating in this project. (Note: legally binding commitments will be required prior to the loan settlement.) (Label as Exhibit H).
6. Submit the appropriate substantiation of project costs as detailed below. (Label as Exhibit I):
  - a. Bank property appraisal if the project involves financing the acquisition of real property.
  - b. Copy of land/building agreement of sale if the project involves financing the acquisition of real property. (Note: The agreement of sale can be forwarded at a later date if not executed at the time the application is submitted.) The City recommends that such agreements be conditioned upon receipt of the RAD loan.
  - c. A professional description and cost estimate of the work to be completed if the project involves the financing of new construction or property rehabilitation.
  - d. An itemized list and two (2) competitive quotations of needed items if the project involves the financing of machinery and/or equipment.
  - e. An itemized list of planned expenditures if the project involves the financing of working capital.
7. Have you or any officers, owners, partners, or major shareholders of your company ever been the subject of bankruptcy or insolvency proceedings? \_\_\_\_\_. If so, please provide the details as Exhibit J.

8. Are you or your business involved as plaintiff, defendant, or other party in any threatened or pending law suits? \_\_\_\_\_. If so, please provide the details as Exhibit K.
9. Does your business, its owners, or majority stockholders own or have a controlling interest in other businesses? \_\_\_\_\_. If so, please provide their names and the relationship with your company as an attachment. (Label as Exhibit L).
10. Is your business a franchise? \_\_\_\_\_. If so, please include a copy of the franchise agreement and a copy of the FTC disclosure statement supplied to you by the Franchiser. (Label as Exhibit M).
11. Are you a party to a lease or other material contract? \_\_\_\_\_. If so, describe each in an attachment labeled Exhibit N.

NOTE: ADDITIONAL INFORMATION MAY BE REQUESTED OF THE LOAN APPLICANT BY THE LOAN REVIEW COMMITTEE OR BY THE CITY AT THEIR SOLE DISCRETION.

**J. CERTIFICATION**

All information in this application and the attached Exhibits is true and complete and does not contain any misrepresentation. Furthermore, this application does not omit any fact necessary to make this application complete and accurate.

\_\_\_\_\_  
NAME OF APPLICANT (SOLE PROPRIETORSHIP)

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Signature of Preparer, if other than Applicant)

\_\_\_\_\_  
(Print or Type Name of Preparer)

\_\_\_\_\_  
(Address of Preparer)

\_\_\_\_\_  
NAME OF CORPORATION

\_\_\_\_\_  
(Corporate Seal, if applicable)

By: \_\_\_\_\_  
(Signature of Corporate President)

Attested By: \_\_\_\_\_  
(Signature of Corporate Secretary)

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