



Grove City Town Center Loan Program

administered by

Community Capital Development Corporation

Loan Application

When completed, this application should provide the necessary information to process your loan request. Please be sure to attach all items listed in Section IV. Additional information may be requested during the review process.

Community Capital Development Corporation
5475 Rings Road, Suite 110
Dublin, Ohio 43017
614-645-6171
614-645-8588 fax

Disclosure Statement

Economic Development loan programs are subject to various rules and regulations. One such regulation prohibits persons who exercise any functions or responsibilities with respect to the Economic Development loan programs or who are in a position to participate in decision-making or gain inside information from obtaining a personal or financial interest, or other benefit, from the Program for themselves or others with whom they have family or business ties. In order to comply with these regulations we must ask persons who seek to participate in Economic Development loan programs a series of questions to determine if a potential conflict of interest exists. If you answer "NO" to these questions, you are entitled to seek participation or assistance from the Program. If you answer "YES" to any of these questions, your eligibility to participate in the Program will be determined following a review of the information you supply.

DISCLOSURE STATEMENTS:

Are you currently employed by the City of Grove City? YES NO

Were you employed by the City of Grove City during the past 12 months? YES NO

POSITION:

Do you have family or business relationships with any person who is or was, within the past twelve months, an employee, consultant, agent, elected official or appointed official of the City of Grove City? YES NO

If yes, indicate the person(s), position(s) and relationship:

NAME	POSITION	RELATIONSHIP
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you served as a consultant to the Grove City Development Department or Finance Department within the past 12 months? YES NO

If yes, indicate nature of the consultant activity:

Are you a U.S. citizen? (proof may be required) YES NO

I hereby certify that the information given is true and complete to the best of my knowledge and belief.

SIGNATURE: _____ DATE: _____

Section I: Applicant Identification

1. Legal name of Business/Individual(s) applying for loan:

2. Any trade name (dba) used:

3. Is trade name registered in Ohio? YES NO

4. Business Address: _____

5. Work Phone: _____ Home Phone: _____

Cell Phone: _____ Email: _____

6. Name of contact person: _____

7. Taxpayer I.D. Number: _____

8. Do you own any other business(es)? YES NO

If yes, please list names and location(s):

9. Is this business a franchise or license? YES NO

If yes, please list the franchisor or licensor:

10. Does the business have any other affiliates, subsidiaries, or parents. YES NO

If yes, please list and explain:

Section II: Loan Request

Please provide details in the business plan

11. Amount of loan requested: \$ _____ (Up to \$150,000)
12. Description of project or purpose (include details for the entire project. Include any other sources of funds (ie business cash flow, personal savings, bank loans, etc) and what products or services will be purchased):

USES OF PROJECT FUNDS

SOURCES OF PROJECT FUNDS

Acquisition (Land & Building): \$ _____

Equity Investment: \$ _____

Building Construction/Renovation: \$ _____

Bank Loans: \$ _____

Machinery & Equipment: \$ _____

Government Loans: \$ _____

Soft Costs (Architectural, Accounting, Engineering Financing Fees, Interest, etc.): \$ _____

\$ _____

Other: \$ _____

CCDC Closing Expenses and Fees (Including counsel fees):

Other: \$ _____

Working Capital: \$ _____

Other: \$ _____

TOTAL USES: \$ _____

TOTAL SOURCES: \$ _____

Describe uses and sources including any tax abatements, tax credits, etc.:

13. Term desired for loan: _____ (Note: Working capital may be up to 5 years; equipment up to 7 years; commercial real estate up to 15 years)
14. Source of repayment: Operating Profit Personal Income Other (explain below)
15. Description of Collateral (not applicable for requests under \$25,000): Current Appraised Value (list ownership):

16. List guarantor(s) (add additional sheets if necessary):
- Name: _____ Social Security #: _____
- Address: _____
- Relationship to Applicant:
- Name: _____ Social Security #: _____
- Address: _____
- Relationship to Applicant:

17. Project developer/manager name and address: _____

Section III: Business Profile

You must include a separate personal financial statement for each individual that owns 20% or more of the stock, partnership or limited liability company of the Applicant and each guarantor. These personal financial statements must be less than 90 days old.

In case of non-profit organizations, provide comparable documentation on management and board structure.

18. Form of Organization:

C CORPORATION: *(If yes, attach a copy of Articles of Incorporation and Code of Regulations/By Laws)*

S CORPORATION: *(If yes, attach a copy of Articles of Incorporation and Code of Regulations/By Laws)*

GENERAL OR LIMITED PARTNERSHIP: *(If yes, circle type and attach a copy of Partnership Certificate)*
 Is there a written partnership agreement: YES NO *(If yes, attach a copy)*

LIMITED LIABILITY COMPANY: *(If yes, attach a copy of Articles of Organization)*
 Is there a written operating agreement? YES NO *(If yes, attach a copy)*

PROPRIETORSHIP:

19. Management, title, ownership and experience *(Please list all shareholders separately if other than those listed in management)*

Name	Title	% Ownership	Years with Co
Address	SSN	DOB	
Name	Title	% Ownership	Years with Co
Address	SSN	DOB	
Name	Title	% Ownership	Years with Co
Address	SSN	DOB	
Name	Title	% Ownership	Years with Co
Address	SSN	DOB	

BUSINESS OPERATION:

20. Year and month started or projected start date: _____

21. Current number of employees: _____ Projected new employees within two years: _____

Projected Job Description for new employees (Full or part time? Use additional paper if necessary)	Skill Level	Pay Range
_____	_____	_____ to _____
_____	_____	_____ to _____
_____	_____	_____ to _____

22. List financial institutions with which business has accounts/and or loans:

Name of Institution	Current Balance	Address	Account Type
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____

23. Has the company borrowed from CCDC or the City of Grove City before? YES NO

If yes, list projects, funding source(s), approximate date and amount:

Project	Funding Source	Date	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

INSURANCE:

24. Do key officer(s)/owner(s) have life insurance: YES NO *If yes, amount of coverage:*

25. Who is covered: _____ Name of beneficiary: _____

26. Name of Insurance Company: _____

27. Does applicant have a liability insurance policy? YES NO
If yes, amount of coverage? _____

MISCELLANEOUS:

- 28. Has the Applicant, guarantors, officers, general partners, managers or anyone with a 20% or more interest in such entity at any time within the past 24 months been more than 60 days delinquent on any current obligations (including but not limited to income, payroll or real property taxes)?
 YES NO *If yes, please attach explanation(s).*
- 29. Are there any personal/business judgments, unsettled lawsuits, major disputes or criminal litigation pending against the Applicant or any guarantors, officers, general partners, managers or anyone having a 20% or more interest in such entity?
 YES NO *If yes, please attach explanation(s).*
- 30. Has the Applicant, any guarantor, officers, general partners, managers or anyone having a 20% or more interest in such entity ever been adjudicated a bankruptcy or is the subject of a pending bankruptcy proceeding?
 YES NO *If yes, please attach explanation(s).*
- 31. Has the Applicant, any guarantor, officers, general partners, managers or anyone having a 20% or more interest in such entity been convicted of a felony or presently the subject of a complaint or indictment charging a felony? (A felony is defined as an offense punishable by imprisonment for a term exceeding one year, but does not include any offense classified as a misdemeanor under the laws of a state and punishable by imprisonment of two years or less.)
 YES NO *If yes, please attach explanation(s).*
- 32. All the parties who are principals or who are proposed to be principals here are listed above and no principals or identities of interest are concealed or omitted.
 YES NO *If yes, please attach explanation(s).*

Applicant shall pay all costs and expenses incidental to obtaining the loan, including but not limited to, all costs and expenses of the Community Capital Development Corporation and its counsel, whether or not the loan closes. Upon the closing of the loan, the Applicant shall pay a fee of 1% of the amount of the City Loan made payable to the City of Grove City.

The information contained herein is true, complete and correct to the best of my knowledge. I certify that I have authority to apply for this loan on behalf of the business described herein. I understand that this information may be made available for public review. The undersigned hereby authorizes and consents to financial institutions providing a copy of its notice of approval or denial of the application, including an explanation of the reasons therefore, to the Community Capital Development Corporation. The Community Capital Development Corporation is hereby authorized to obtain credit reports on the Applicant, the owners of the Applicant and/or key individuals. By signing below, the undersigned agrees that the business loan will be used for business purposes only and not for household, personal, or consumer usage. I understand that any willful misrepresentation on this statement could result in a fine and/or imprisonment under provisions of the United States Criminal Code U.S.C. Title 18, Section 1001.

I understand financing is contingent upon the availability of funds.

Corporation, Partnership or Limited Liability Company Name:

By: _____ Date _____
Officer, Partner or Manager

or

Individual Date

Section IV: Application Checklist

Attach the following documentation to complete your application. By attaching such documents, applicant hereby acknowledges that all such information is true and correct to the best of its, his or her knowledge.

- _____ Business Plan
- _____ Resumes of Principals, including Social Security numbers
- _____ Financial Statement(s) of Applicant, Guarantors and anyone with a 20% or more interest in Applicant or Guarantor (within the past 90 days)
- _____ Executed Federal Income Tax Returns for the last three years (both personal and business)
- _____ Financial Statements of Applicant/Business for the last three years
- _____ Documentation on business status
- _____ List of Tangible Fixed Assets each having value of \$250 or more (for loan request greater than \$25,000)
- _____ List of Accounts Receivable and Payables Aging
- _____ List of Outstanding loans (include current balances, rates, annual principal, interest and security)
- _____ Sources and Uses Summary of total project costs and expenses
- _____ Employment Report as of date of Loan Application
- _____ Minimum two years operating pro forma (include all sources and uses of funds, tax abatements and tax credits)
- _____ Basic construction specifications and cost estimates (if applicable)
- _____ Appraisals: Real and personal property pledged as collateral
Real Estate Acquisition: Summary Appraisal
Machinery and Equipment Acquisition: Liquidation Appraisal
NOTE: The application may be submitted without the above appraisals. Depending upon the amount to be financed or the purpose of the financing, appraisals may be required after City Council gives a conditional approval to the loan, but before the loan is disbursed