

New England Certified Development Corporation

500 Edgewater Drive, Suite 555
Wakefield, MA 01880
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www.CDCNewEngland.com

504 Loan Application

One of our Business Development Officers would be pleased to assist you in completing this application.

Company Information

Company Name: _____ Website: _____
Address: _____
City: _____ State: _____ Zip: _____
Principal: _____ Phone: _____ Email: _____
Secondary Contact: _____ Phone: _____ Email: _____
Type of Business: _____ Date Established: _____ Type of Entity:
of Employees: _____
Estimated # of employees added over next 2 years with job titles: _____
Name of real estate entity, if any: _____

Company Ownership

List all owners of operating company (must total 100%)

Name	Title	% Ownership

List ownership in real estate operating entity, if different: _____

Affiliate Business

Other businesses owned by any principal with 20% or more ownership in operating company

Business Name: _____ Owner: _____ % _____
Business Name: _____ Owner: _____ % _____
Business Name: _____ Owner: _____ % _____

Please provide copies of financial statement for last two fiscal years and a recent interim on each affiliate above

Additional Business Locations

Business Address: _____
 Own Lease Replaced by Project? Yes No Square Feet: _____ Mtg./Lease Pmt. \$ _____
Business Address: _____
 Own Lease Replaced by Project? Yes No Square Feet: _____ Mtg./Lease Pmt. \$ _____

Operating Company Profile

Please provide additional information and attachments, as necessary, including catalogs and brochures

History/Description of Business: _____
Products/Services/Major Suppliers: _____
Market Area: _____
Major Customers (% of Sales): _____
Major Competitors: _____
How will this loan benefit your company? _____

Real Estate Project Information

Project Address: _____ City: _____ State: _____ Zip: _____

Acreage of Site: _____ Square Footage of Building: _____ Square Footage you will Occupy: _____

You must occupy 51% of existing building or 60% of a newly constructed building.

Will any existing tenants remain in the building? Yes No (if Yes, provide the following information)

Tenant Name	Square Footage	Lease Expiration	Annual Rent
			\$
			\$
			\$
Total			\$

Please provide copies of all leases

Equipment Project Information

Item	Description	Cost
		\$
		\$
		\$
		\$
Total		\$

Please attach invoices/purchase orders/ appraisal/listing if available – Use additional sheets if necessary

Project Costs

Purchase of Existing Building		Construction Project	
Purchase Price	\$	Land Acquisition	\$
Cost of Improvements	\$	Construction	\$
Equipment	\$	Soft Costs	\$
Other	\$	Equipment*	\$
Total	\$	Total	\$

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

Source of Down Payment (i.e. cash, business loan, home equity loan): _____

Do you require additional financing for: Working Capital Down Payment

Advisors

Accountant: _____ Firm Name: _____ Phone: _____

Attorney: _____ Firm Name: _____ Phone: _____

Key Employees/Management

Name	Title	Duties	Yrs. with Co.	Yrs. in Industry

Attach resume or background statement if available.

Miscellaneous Questions

Have you or any officer of your company ever been involved in bankruptcy or insolvency proceedings? Yes No

If yes please provide details/status: _____

Are you or your company involved in any pending lawsuits? Yes No

If yes please describe: _____

Have you ever received a prior SBA loan? Yes No If Yes, Please Provide Details

Original Amount: \$ _____ Original Date: _____ Cur. Bal. \$ _____ Pmt. Status: Current Delinquent

If delinquent please provide details: _____

Have you or your company ever received other Gov't financing? Yes No

If yes, show Agency: _____

Original Amount: \$ _____ Original Date: _____ Cur. Bal. \$ _____ Pmt. Status: Current Delinquent

If delinquent please provide details: _____

Checklist

Please attach the following:

Business Information*

- Business Financial Statements for the last 3 years
- Financial Projections
- Interim Financial Statements dated within 90 days*
- Business Debt Schedule (form attached)
- Federal Income Tax Returns for the last 3 years
- A/R and A/P Agings* (as of date of interim statements)

Personal Information*

- Personal Tax Return for the last 2 years
- Personal Resume (form attached)
- Personal Financial Statement
- Copy of driver's license or state-issued I.D.

Legal Entity Documents

(To be provided for closing ONLY)

- Form 912 (Each owner of 20% or more)
- Trust – Agreement with all exhibits
- Partnership – Agreement w/ exhibits, State Registration
- Proprietorship – Recorded Fictitious Business Name Stmt.

Real Estate Information

- Real Estate Purchase Agreement or Settlement Sheet
- Construction Cost Budget or Equipment Invoices
- Any Existing Environmental Reports

* Please sign all items provided

I/We authorize the release to New England Certified 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 New England Certified Development Corporation to release such information to any entity deem necessary for any purpose related to my/our transaction with them. I/We hereby certify that the enclosed or attached information, including any attachments or exhibits hereto or provided at a later date, are valid and correct to the best of my/our knowledge.

Name of Applicant(s): _____

Signature: _____ Date: _____

Name of Applicant(s): _____

Signature: _____ Date: _____

Exhibit B - Personal Information

To be completed by each principal involved in the loan (Please use additional copies of this form as necessary)

Name: _____ Social Security Number: _____
Former Name: _____ When Used: _____
Date of Birth: _____ Place of Birth: _____
Residence Telephone: _____ Business Telephone: _____
Residence Address: _____ City: _____ State: _____ Zip: _____
Previous Address: _____ City: _____ State: _____ Zip: _____
Are you employed by the U.S. Government? Yes No Agency/Position: _____

Spouse Name: _____ Social Security Number: _____
Date of Birth: _____ Place of Birth: _____

Secondary Contact: _____ Phone: _____ Email: _____
Type of Business: _____ Date Established: _____ Type of Proprietorship: _____
of Employees: _____
Estimated # of employees added over next 2 years with job titles: _____
Name of real estate entity, if any: _____

Personal Information

Are you a U.S. Citizen? (If No, please provide a copy of Visa or Alien Registration) Yes No
Is your spouse a U.S. Citizen? (If No, please provide a copy of Visa or Alien Registration) Yes No
Are you presently under indictment, on parole, on probation? (if Yes provide details) Yes No
Have you ever been charged with or arrested for a criminal offense? (If Yes provide details) Yes No
Have you ever been convicted of a criminal offense? (If Yes provide details) Yes No
Indicate Gender (Optional) Male Female
With which race are you most closely identified (Optional-Choose only one)
 African American Native American Eskimo or Aleut Asian or Pacific Islander White Hispanic Other: _____

Please attach a copy of your driver's license or other state-issued ID

Background

Please also complete for key management personnel or attach resume

Company Name: _____ Location: _____ Type of Business: _____
From/To: _____ Position: _____
Duties: _____

Company Name: _____ Location: _____ Type of Business: _____
From/To: _____ Position: _____
Duties: _____

Education

College/Tech School: _____ Dates: _____ Major: _____ Degree/Certificate: _____
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Military Service

No Military Service Branch: _____ From/To: _____
Honorable Discharge? Yes No Vietnam Veteran? Yes No