

## SEED\$ SMALL BUSINESS LOAN APPLICATION

Thank you for applying to SEED\$ for a small business loan. If you have not yet spoken with a loan officer about your project, we encourage you to do so before submitting an application package. In this introductory conversation about your business and your specific financing needs, our loan officer can give you important information about the application process and our Business Development Specialist can help you prepare your application and business plan.

In this application package, you will find several forms to complete and a checklist of items to submit with your application. You may complete the forms by hand (by enlarging the boxes) or electronically. Please sign the original copy of this loan application and return it, along with a \$100 non-refundable application fee, to your loan officer. Please also retain a copy of the completed package for your files. Thank you.

SMALL BUSINESS INFORMATION	
Business Name:	Contact Person:
Federal Tax ID #:	Title:
Mailing Address:	Telephone:
City:	Fax:
Zip Code:	Email:
Website:	
Date Business Started:	Fiscal Year End:
Legal Structure (check one):	<input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Nonprofit
<input type="checkbox"/> Legal Partnership	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Limited Liability Corp.
Are you considering changing your legal structure?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Briefly Describe your business and what you plan to do with this loan:	

APPLICANT/BORROWER <i>(IF DIFFERENT FROM SMALL BUSINESS)</i>	
Owner's Full Name:	Co-Owner's Full Name:
Mailing Address:	Mailing Address:
City:	City:
State:	State:
Zip Code:	Zip Code:
Telephone:	Telephone:
Email:	Email:
Race (optional):	Race (optional):

**SEED\$ SMALL BUSINESS  
LOAN APPLICATION**

PROJECT INFORMATION			
<b>Use of Funds:</b>		<b>Source of Funds:</b>	
Land/Building Purchase	\$	SEED\$ Loan Requested	\$
Construction Hard Costs	\$	Other Loans (please specify)	
Construction Soft Costs	\$	1)	\$
Equipment	\$	2)	\$
Inventory, Supplies, Materials	\$	3)	\$
Working Capital	\$	Seller Financing	\$
Other (please describe):	\$	Fundraising	\$
	\$	Borrower's Cash Contribution	\$
<b>Total Uses of Funds</b>	<b>\$</b>	<b>Total Sources of Funds</b>	<b>\$</b>
<i>Total uses should equal total sources; total sources should equal total uses.</i>			

FOR REAL ESTATE ACQUISITION OR REHAB / IMPROVEMENTS (IF APPLICABLE)	
Physical Address of Property:	
City:	Zip code:
Square footage of completed building:	
Number of years in this facility:	
Will project increase the amount of physical space?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, by how much?	_____ additional square feet
The Applicant <input type="checkbox"/> owns <input type="checkbox"/> leases the facility or <input type="checkbox"/> has it under a Sales Agreement	
Will the facility be used for other community purposes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe:	

COLLATERAL TO SECURE THIS LOAN (COMPLETE ALL THAT ARE APPLICABLE)			
Asset	Value of Asset	Loan on Asset	Lender Name
Property 1	\$	\$	
Property 2	\$	\$	
Equipment	\$	\$	
Furniture and Fixtures	\$	\$	
Leasehold Improvements	\$	\$	
Other (specify)	\$	\$	
Other (specify)	\$	\$	
Name(s) of Possible Co-Signor(s) for Loan:			

SMALL BUSINESS EMPLOYMENT INFORMATION	
Current Number of Employees:	Number Full-time:
Average Wage:	Number Part-time:
Number of Minority Employees:	
Projected Employees After Financing:	Number Full-time:
Projected Average Wage:	Number Part-time:

PROFESSIONAL SERVICES INFORMATION		
Do You Have an Accountant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, Provide Name and Contact Info:		
Do You Have an Attorney?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, Provide Name and Contact Info:		
Do You Have an Insurance Agent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, Provide Name and Contact Info:		

A checklist of items you need to submit to us is on page 4 of this package, after the signatures. These items are not forms in this package. Please note that there are specific lists for real estate acquisition and real estate improvements in addition to the information required for all applicants. If you need assistance completing one or more of the items on the list, please contact our Business Development Specialist.

**Signature and Authorization**

The undersigned applicant(s) does hereby represent and warrant that the information contained on this form and the attachments submitted in conjunction with this application are complete and accurate. Furthermore, the applicant(s) warrants that it / they will ensure equitable access by all people, regardless of gender, race, national origin, color, disability, or age.

Furthermore, applicant(s) authorize SEED\$ and/or any of its subsidiaries or affiliates to obtain credit references and credit reports on the business and business owners and to release credit information to others. All applications are subject to final credit approval. SEED\$ and its affiliates reserve the right to publicly announce the approval, commitment, or closing of any loan.

\_\_\_\_\_  
By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

ADDITIONAL INFORMATION REQUIRED – ALL APPLICANTS

- Business plan
- List of Key Staff and Resumes
- List of Board Members and their Affiliations (if applicable)
- Three Years of Audited Financial Statements
- Management-prepared Interim Financial Statements
- Current Year Budget
- Three Years of Projected Financial Statements
- Articles of Incorporation or Equivalent Formation Documents
- By-Laws or Equivalent (LLC Operating Agreement, Partnership Agreement)
- 501(c)3 Tax Exempt Status Letter (if applicable)
- Property Description: copy of lease (if applicable), location maps, photos (if available), site plans/floor plans (if available)

ADDITIONAL INFORMATION REQUIRED – SOLE PROPRIETORSHIPS AND PARTNERSHIPS

- Personal Financial Statement
- Personal Tax Returns for most recent year
- Partnership Agreement (if applicable)

ADDITIONAL INFORMATION REQUIRED – REAL ESTATE ACQUISITION LOANS

- Property Description: size of land and facility, neighborhood, and zoning and entitlement status
- As-is Appraisal
- Environmental Reports (including a Phase 1 assessment)
- Current preliminary title report
- Copy of Purchase and Sale Agreement
- Status and copies of financing commitments identified in sources and uses statement

ADDITIONAL INFORMATION REQUIRED – REHAB LOANS

- Property Description: size of land and facility, neighborhood, and zoning and entitlement status
- As-completed Appraisal
- Environmental Reports (including a Phase 1 and asbestos and lead paint assessment)
- Current preliminary title report
- Evidence of site control or lease
- Status and copies of financing commitments identified in sources and uses statement
- Construction Plans
- Project Budget and timeline
- Construction bids or contract
- List of project team management and qualifications: project manager, architect, general contractor, consultants

