

## First Floor Fund Commercial Loan Application

8 N Main Street  
Dayton, OH 45402

First Floor Fund Phone Number: 937.853.2569  
Fax: 937.222.7035

### Business Information

|                            |                                  |                                 |                              |                                      |                                    |
|----------------------------|----------------------------------|---------------------------------|------------------------------|--------------------------------------|------------------------------------|
| Name of Business           |                                  |                                 | Contact Person               | Title                                |                                    |
| Street Address of Business |                                  |                                 | Telephone Number             | Email Address                        |                                    |
| City                       | State                            | Zip Code                        | Type of Business / Industry  |                                      |                                    |
| Entity Type:               | <input type="checkbox"/> C- Corp | <input type="checkbox"/> S-Corp | <input type="checkbox"/> LLC | <input type="checkbox"/> Partnership | <input type="checkbox"/> Sole Prop |
|                            |                                  |                                 | Date Established             | IRS Tax ID Number                    |                                    |

### Owners and Officers\* (list 100% ownership) \*must add up to 100%

|                             |               |              |
|-----------------------------|---------------|--------------|
| Owner 1 – First & Last Name |               | Home Address |
| Social Security Number      | Date of Birth | % Ownership  |
| Owner 2 – First & Last Name |               | Home Address |
| Social Security Number      | Date of Birth | % Ownership  |
| Owner 3 – First & Last Name |               | Home Address |
| Social Security Number      | Date of Birth | % Ownership  |
| Owner 4 – First & Last Name |               | Home Address |
| Social Security Number      | Date of Birth | % Ownership  |

Are the business, owners, and all of the affiliates current on all tax obligations (local, state, and Federal)?  Yes  No

*If not, please provide details and copies of any repayment plans if applicable as an attachment.*

Has the business, any owner, or any of the affiliates ever been involved in bankruptcy in the last 5 years?  Yes  No

*If yes, please provide filing and discharge as an attachment.*

Is the business, any owner, or any affiliate involved in any pending lawsuit?  Yes  No

*If yes, please provide details as an attachment.*

Has the business, any owner, or any of the affiliates experienced negative impact due to the COVID-19 pandemic?  Yes  No

*If yes, please provide details as an attachment.*

## Demographic Information – Owner 1

### Military Service Background

Non-Veteran  Veteran  Service-Disabled Veteran  Spouse of Veteran  Prefer not to Disclose

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Honorable Discharge?  Yes  No

### Gender

Male  Female  Prefer not to disclose

### Race

American Indian / Alaska Native  Asian  Black / African American  Native Hawaiian / Pacific Islander  White / Caucasian  Prefer not to disclose

### Ethnicity

Hispanic or Latino  Not Hispanic or Latino  Prefer not to Disclose

## Demographic Information – Owner 2

### Military Service Background

Non-Veteran  Veteran  Service-Disabled Veteran  Spouse of Veteran  Prefer not to Disclose

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Honorable Discharge?  Yes  No

### Gender

Male  Female  Prefer not to disclose

### Race

American Indian / Alaska Native  Asian  Black / African American  Native Hawaiian / Pacific Islander  White / Caucasian  Prefer not to disclose

### Ethnicity

Hispanic or Latino  Not Hispanic or Latino  Prefer not to Disclose



## Job Retention / Creation Information

| Title of Job / Position                | # of Employees<br>*Full-Time Equivalent | Average Pay Per Employee<br>*Including Benefits | Annual Payroll |
|--|---|---|----------------|
| <b>Current Employment</b>              |   |   |                |
| _____                                  | x                                       | _____   | =              |
| _____                                  | x                                       | _____   | =              |
| _____                                  | x                                       | _____   | =              |
| _____                                  | x                                       | _____   | =              |
|  |   | <b>Total</b>                                    | =              |
|  |   |   | _____          |
| <b>Projected Employment – Year One</b> |   |   |                |
| _____                                  | x                                       | _____   | =              |
| _____                                  | x                                       | _____   | =              |
| _____                                  | x                                       | _____   | =              |
| _____                                  | x                                       | _____   | =              |
|  |   | <b>Total</b>                                    | =              |
|  |   |   | _____          |
| <b>Projected Employment – Year Two</b> |   |   |                |
| _____                                  | x                                       | _____   | =              |
| _____                                  | x                                       | _____   | =              |
| _____                                  | x                                       | _____   | =              |
| _____                                  | x                                       | _____   | =              |
|  |   | <b>Total</b>                                    | =              |
|  |   |   | _____          |

## Description of Proposed Project

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Describe Project:

\_\_\_\_\_

Estimated Square Feet to be Occupied \_\_\_\_\_

Name of Anticipated Landlord \_\_\_\_\_

Is the space currently occupied?  Yes  No

## Use of Funds

Renovation Costs: \_\_\_\_\_

Equipment: \_\_\_\_\_

Growth Capital: \_\_\_\_\_

Other (Explain): \_\_\_\_\_

**Total:** \_\_\_\_\_

Amount of equity \_\_\_\_\_

Source of equity:  Cash  Borrowed  Other

Explain if equity from a source other than cash on hand:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Additional Provisions

- |  |  |
|--|--|
| <p>1. FEES – A \$250 application fee is due at the time of application. Please make checks payable to <i>CityWide Development Corporation</i></p> <p>2. FINANCIAL CONDITION - The financial condition of the applicant on the date of any disbursement shall in no way be materially adverse in comparison with the Applicant’s financial condition as indicated in the current statements provided to First Floor Fund.</p> | <p>3. SPECIAL REQUIREMENTS - All borrowers are required to comply with all federal equal opportunity laws; City of Dayton businesses must comply with Section 35.14 of the City of Dayton’s Revised Code of General Ordinances with regard to equal employment opportunity.</p> <p>4. NOTICE OF NO WORK OR PURCHASES TO BE MADE PRIOR TO LOAN CLOSING - No construction work or purchase of equipment, to be paid with the proceeds from the loan from First Floor Fund, shall have been made prior to the closing of the loan. Funds expected prior to loan closing may not be eligible for project financing. Some exceptions may apply.</p> |
|--|--|

|   |                          |     |  |                          |    |
|---|--------------------------|-----|--|--------------------------|----|
| May First Floor Fund and/or its affiliates use your name in future marketing campaigns and publicity articles?          | <input type="checkbox"/> | Yes |  | <input type="checkbox"/> | No |
| May we erect a sign at the project site announcing First Floor Fund and/or its affiliates involvement in the financing? | <input type="checkbox"/> | Yes |  | <input type="checkbox"/> | No |

By signing this application, I/We certify that all information in the application, including attachments, financial statements, and all other exhibits that have been submitted so far are all true to the best of My/Our knowledge, that everything submitted going forward is true to the best of My/Our knowledge, and that if there are any changes throughout the application process, We/I will notify CityWide of any changes to what has been submitted, and provide other information that may affect the ability of the company to repay the debt obligation or negatively impact the collateral. I/We understand that the business and personal credit will be analyzed by CityWide for the purpose of granting credit. I/We authorize CityWide to share information with participating banks, volunteer loan committee, board of directors, and any other relevant entity they deem necessary for the completion of the loan request. By signing this application, I/We agree to allow CityWide to obtain a business and personal credit report on me/us through the credit reporting agency of its choice and perform other research to verify the information submitted in the request including but not limited to criminal background checks, bank references, verifying deposits and/or verifying tax return information. I/We furthermore agree that any oral agreements or commitments to loan money or extend credit or to forbear from enforcing the repayment of the debt including promises to extend or renew such debt are not enforceable, regardless of the legal theory upon which it is based that is in any way related to the credit agreement. To protect you (the Applicant) and us (Creditor) from any misunderstandings or disappointment, any agreements that we reach covering such matters are contained in writing, which is the complete and exclusive statement of the agreement between us, except as we may later agree in writing to modify it.

|      |      |      |      |
|------|------|------|------|
| Name | Date | Name | Date |
| Name | Date | Name | Date |

**Please provide the following:**

1. **Business or expansion plan**  
A history and description of the business, goods and services produced, and a review of management
2. **Operating Agreements or Bylaws**  
Legal organizational documents for business
3. **Two years Historical Financial Statements**  
Statement of Cash Flows, Balance Sheet, Income Statement or Audit (if available)
4. **Two years projected financial statements (if start-up or expansion project)**  
Month-by-month Statement of Cash Flows, Balance Sheet, Income Statement with Assumptions (if applicable)
5. **Business Tax Returns**  
Two years' tax returns for all affiliated businesses complete with all schedules (if applicable)
6. **Personal Tax Returns**  
Two years' tax returns for each owner with 20% or more ownership interest whom payable, and collateral securing the loan for each short and long-term note outstanding (if applicable)
7. **Schedule of Debts**  
Debt obligations including: original debt and amount, monthly payment, interest rate, current balance owed, maturity date, to whom payable, and collateral securing the loan for each short and long-term note outstanding (if applicable)
8. **List of Affiliated Businesses**  
The names of any affiliated (through ownership or management control) or subsidiary businesses (if applicable)
9. **Interim Financial Statements**  
Current Balance Sheet and Income Statement if year-end financial statements are older than 90 days (if applicable)
10. **Cost Documents**  
Copies of key cost documents including: contractor estimates and vendor quotes on equipment
11. **Leases**  
Copy of existing or proposed lease agreement that includes square footage and lease terms
12. **Resumes of Officers and Owners**  
Description of experience of officers involved in the day-to-day management and owners with 20% ownership
13. **Personal Financial Statement**  
List of assets and liabilities of all owners with 20% or more control of the business and any other personal guarantors, joint with spouse