

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 *Full-Time Equivalent	Average Pay Per Employee *Including Benefits	Annual Payroll
Current Employment			
_____	x	_____	=
_____	x	_____	=
_____	x	_____	=
_____	x	_____	=
		Total	=

Projected Employment – Year One			
_____	x	_____	=
_____	x	_____	=
_____	x	_____	=
_____	x	_____	=
		Total	=

Projected Employment – Year Two			
_____	x	_____	=
_____	x	_____	=
_____	x	_____	=
_____	x	_____	=
		Total	=

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

Please describe how this project will contribute to walkability and first floor vibrancy:

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 Questions

Do the Applicant's operations, employment practices, and business activities comply with applicable federal anti-discrimination laws? Yes No

Does the Applicant provide any employment or financial preferences or set-asides based on any person's race, ethnicity or sex? Yes No

Does Applicant have written employment, contracting or other operational policies and procedures addressing compliance with applicable federal anti-discrimination laws? Yes No

Is the Applicant currently or has the Applicant within the past ten years been subject to any investigation or enforcement action by a federal governmental authority due to Applicant's alleged violation of federal anti-discrimination laws? Yes No

If yes, provide a description of the alleged violation(s) and investigation or enforcement actions(s): _____

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. **Business Debt**
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
14. **Artist Rendering**
A rendering of the business façade (if available)