

Commercial SBA 504 Loan Application

8 N Main Street
Dayton, OH 45402

Office: 937.226.0457
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:

☐

C- Corp

☐

S-Corp

☐

LLC

☐

Partnership

☐

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

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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:	☐	☐	☐	☐	☐
	C- Corp	S-Corp	LLC	Partnership	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

Affiliated Businesses

*If additional affiliates, please provide on another sheet

Name of Business

Street Address of Business

City

State

Zip Code

Entity Type:

☐

C- Corp

☐

S-Corp

☐

LLC

☐

Partnership

☐

Sole Prop

Contact Person

Title

Telephone

Email

Type of Business / Industry

Date Established

IRS Tax ID Number

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.

Description of Proposed Project

Address

City

State

Zip Code

Describe Project:

Financing Information

Name of Banking Institution or other participating lender Contact Person Telephone Number

Address City State Zip Code

Are they committed to fund the project? ☐ Yes ☐ No

If no, please explain: _____

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:

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		= _____

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

Demographic Information – Owner 3

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 4

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

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): _____

Has the Applicant, any owner, or any other business affiliated with any owner previously defaulted on federally assisted financing resulting in a loss to the federal government or any of its agencies or departments? ☐ Yes ☐ No

Additional Provisions

1. FEES – A \$500 application fee is due at the time of application and must be paid via check. Please make checks payable to *CityWide Development Corporation*.
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 CityWide.
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.
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 CityWide, 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.

May CityWide Development Corporation and/or its affiliates use your name in future marketing campaigns and publicity articles? ☐ Yes ☐ No

May we erect a sign at the project site announcing CityWide Development Corporation and/or its affiliates involvement in the financing? ☐ Yes ☐ 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 and 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
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. **Franchise Agreements**
Copy of franchise agreement with franchisor and franchise disclosure statement, as required by the Federal Trade Commission (if applicable)

CityWide provided attachments:

- | | |
|---|---|
| ☐ 1. Previous Government Financing
Schedule of any previous government (federal, state and/or local) financing or grants received by the operating business, or any of the principal owners or affiliate business | ☐ 2. Resumes of Officers and Owners
Description of experience of officers involved in the day-to-day management or owners with 20% or ownership |
| ☐ 3. 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 | ☐ 4. Other:
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