COMMUNITY DEVELOPMENT CORPORATION OF NORTHEAST INDIANA

LOAN APPLICATION

I. GENERAL INFORMATION

Name of Business:

Address:

Telephone: Cell Phone: Email:

Date Business Established:

Employer ID#: DUNS#:

S.I.C. Code:

Loan to be in name of:

II. MANAGEMENT (Proprietor, partners, & stockholders with 20% or more ownership in business)

Name: Address: % Owned:

Name: Address: % Owned:

Name: Address: % Owned:

Name: Address: % Owned:

Have you or any business of which you are or were an owner ever compromised an obligation to a lender? Yes
If yes, please explain on a separate sheet.

Have you (or any other owner of the proposed Borrower or Guarantor) ever been charged with, convicted of, or plead guilty to any criminal charges? No _____ If yes, please explain on a separate sheet.

Have you ever been a plaintiff or defendant in a civil lawsuit? No _____ If yes, please explain on a separate sheet.

III. ADVISORS (Please give name and phone number)

Accountant:

Attorney:

Other Advisors:

Other Advisors:

IV. TOTAL PROJECT COST

Land and/or building acquisition	$
New construction	$
Building expansion/renovation	$
Acquisition of machinery & equipment	$
Working capital ($100,000 maximum)	$
TOTAL PROJECT COST:	$ 0.00

V. PROJECT INFORMATION

A) Has project real estate been purchased or an offer made which is not contingent upon financing? No _____ If so, when? _____

B) Have any construction contracts for this project been signed? No _____ If so, when? _____

C) Has any equipment to be financed been ordered? No _____ If so, when? _____

VI. PROPOSED FINANCING		
Bank Loan:	$	% of Total _____%
CDC Loan:	$	% of Total _____%
Applicant:	$	% of Total _____%
TOTAL:	$ 0.00	% of Total 0 %

VII. EXHIBITS *indicates documents required to be signed and dated
1. Brief history and description of business (1 page or less).
2. Brief description of project and explanation of how it will lead to job creation.
3. Describe the types of jobs to be created, the educational and skill requirements, full-time or part-time status, and the proposed hourly wage. (See attached Form A)
4. Personal financial statement for each owner.*
5. Personal tax return for each owner for the past three years.*
6. Business financial statements (past three years and current within 90 days of application). *
7. Business tax return for the past three years. *
8. Current Aging of Accounts Receivable and Accounts Payable.
9. Two year income projection. (See attached Form B)
10. Do you own 20% or more of any other business? No If yes, please submit the most current year-end financial statement for each business including a balance sheet and income statement. *
11. Breakdown of proposed cost with written estimates from contractors or suppliers, and purchase agreement, if applicable. *
12. Letter from private lender denying request for credit. If appropriate, letter should detail what level of financing, if any, private lender is willing to provide with CDC participation. *
13. Proof of applicant's equity contribution.
14. Schedule of business debt. (See attached Form C)
15. Resumes for all key personnel.
16. $100 application fee.
17. Personal Identification Document (1 of the following): Driver's License, Passport, Military ID, Resident Alien card or other government issued photo ID
18. Business Identification Documents (all that are applicable depending on entity): *Corporation and Limited Liability Company:* ▪ Certified Articles/Certificate of Incorporation/Corporate By-Laws and/or Operating Agreement ▪ Current Good Standing Certificate ▪ Copy of TIN ▪ Business License ▪ Certificate of Foreign Registration *Partnership, Limited Partnership, Limited Liability Partnership* ▪ Partnership Agreement ▪ Certificate of Partnership files with State/Locality ▪ Copy of TIN ▪ Business License ▪ Certificate of Foreign Registration *Trust:* ▪ Trust Agreement ▪ Trust Certification ▪ Copy of TIN ▪ Business License

VIII. PROJECT BENEFIT		
A. Number of employees at time of application:	Full-time: _____	Part-time _____
B. How many jobs will be created within three years of loan closing?	Full-time: _____	Part-time: _____
C. Of those, how many will be created within one year of loan closing?	Full-time: _____	Part-time: _____

IX. AUTHORIZATION OF APPLICANT FOR RELEASE OF INFORMATION

1. The Applicant, _____, has requested information about submission of an application to the Community Development Corporation of Northeast Indiana ("CDC"). As part of the documentation required to consider this loan request, the CDC requires that the Applicant execute this Authorization.

Please be advised that your loan request is submitted to the CDC Executive Director for analysis and if determined to merit consideration is then submitted to the Board of Directors for final approval. Members of the Board of Directors of the CDC are self-employed, employed by or partners, shareholders or members of local area businesses, community organizations and government agencies.

As a result of their respective employment relationships, one or more of the CDC Board members may have knowledge of matters affecting the credit standing of your business, its officers, directors, shareholders, partners or owners or prospective guarantors ("Business Group"). In order to fulfill their fiduciary duties to the CDC, these Board members must be able to freely share information regarding your Business Group [or any member of your Business Group] whenever such information may be relevant to the consideration of your Application by the CDC.

Further, through their positions as members of the Board of Directors of the CDC, these persons may acquire information regarding your Business Group [or any member of your Business Group] which may later impact dealings with their respective employers. In order to fulfill their obligations as employees of their respective employers these Board members must be able to freely share information regarding your Business Group [or any member of your Business Group] whenever such information may be relevant to business issues of their employers.

The CDC works closely with various local area banks. If your application contemplates a loan with any area bank in conjunction with a loan from the CDC, the CDC and your lender bank must be able to freely share information regarding your Business Group [or any member of your Business Group] whenever such information may be relevant to lending issues of the CDC or your bank.

By executing and delivering this Authorization to the CDC, the Applicant hereby authorizes and agrees to permit the CDC, its Board members, and your lender bank to exchange credit information regarding your Business Group [or any member of your Business Group] at any time during the application process, or, in the event a loan is made to your business, any time thereafter. Applicant acknowledges that this information may include information including, but not limited to, personal consumer credit history and may be privileged or confidential, and further acknowledges that this authorization constitutes a release of the obligation of the party possessing such information to keep it confidential as between and among the CDC, its Board members, their respective employers and your lender bank, and this release shall be effective regardless of whether Applicant receives a loan from the CDC. Applicant further understands that CDC may require correspondence to various sources that have reporting capabilities to verify accuracy of information received.

2. It is the Borrower's responsibility to provide to CDC all information requested by CDC as part of its consideration of the loan application of Borrower. Further, should CDC issue a commitment to make a loan to Borrower, it shall be Borrower's responsibility to provide all documentation requested by CDC for the purpose of consummating such loan to Borrower.

3. Borrower's application accurately describes the project for which Borrower is seeking funding through a loan to be made by CDC. CDC is no way responsible for the design, construction, equipping or operation of the project, or any aspect thereof. The choice of the architects, engineer, builder, lawyer, accountant, bank and any other party providing assistance to Borrower in the implementation of Borrower's project are solely Borrower's choices. Decisions about the appropriateness of purchasing a particular piece of equipment as opposed to another, the decision to purchase new equipment versus used equipment, the decision to construct a building as opposed to the purchase of an existing building, and all such decisions relating to the project for which Borrower seeks funding, are the Borrower's. THE CDC MAKES NO REPRESENTATIONS OR WARRANTIES REGARDING MERCHANTABILITY OR FITNESS FOR THE PARTICULAR ASSETS PROPOSED TO BE PURCHASED BY BORROWER FOR A PARTICULAR PURPOSE. The CDC shall rely upon Borrower to have conducted all investigations Borrower believes necessary to satisfy itself as to the appropriateness and functionality of the project assets proposed to be funded in part or in whole through the CDC loan.

4. CDC shall perform such reviews and conduct such investigations as CDC shall determine, in its sole discretion, to satisfy its due diligence requirements for completing a loan to Borrower. CDC shall rely upon the information, representations, and warranties made by Borrower in its application to CDC and in any documentation or other information provided by Borrower pursuant to CDC's consideration of a loan for Borrower. No review, investigation or inquiry made or performed by CDC shall in any way negate CDC's reliance upon the information, representations and warranties made by Borrower to CDC.

5. Borrower acknowledges that it has had an opportunity to read and consider the provisions of this Certificate prior to its execution and delivery to CDC. Borrower acknowledges further that it has had an opportunity to consult with legal counsel regarding the matters contained herein and the implications of the execution and delivery of this certificate. CDC shall be entitled to rely upon this certificate and the certificate shall continue in full force and effect, even after closing on a loan made by CDC. Borrower acknowledges and agrees that, in the event any information provided to CDC shall, after its delivery, be determined to be inaccurate in any material respect, it shall forthwith notify CDC of such inaccuracies and shall undertake to provide accurate information as soon thereafter as is practical.

6. Borrower authorizes CDC to conduct such physical inspections of the assets of Borrower (or any party affiliated with or related to Borrower, including, but not limited to, any corporation or partnership in which Borrower is a majority shareholder or a partner).

7. Borrower authorizes CDC, and its members, officers, directors, agents, employees or assigns, for marketing, publishing and reporting purposes, the following irrevocable rights:

- Testimonials or likenesses captured via audio, video or electronically, may be reproduced and utilized in CDC printed material which includes, but is not limited to brochures, flyers, websites or other electronic media and annual member reports.

- Sharing company name, location, loan amount and job creation information with other community development groups or agencies which may have provided funding through various CDC loan programs.

- The undersigned agrees to hold harmless and waives all rights and claims, the CDC and its members, officers, directors, agents, employees or assigns for losses of any kind or nature, arising from your consent to the aforementioned items.

8. Borrower affirms receipt of the program guidelines set forth in accordance to the loan requested with the CDC.

If this document is executed by a partnership, Limited Liability Company or a corporation, Borrower represents and warrants that the person executing the document for such entity is authorized to execute and deliver such document to CDC on behalf of such Borrower.

Dated this _____ day of _____, 20_____.

BORROWER

_____
By:
Its:

_____
By:
Its:

_____
By:
Its:

RETURN TO: Community Development Corporation of Northeast Indiana
200 East Berry Street, Suite #320
Fort Wayne, Indiana 46802
(260) 427-1125 phone
(260) 427-1375 fax
www.cdcnein.org

Please indicate how you heard about the CDC: _____

This institution is an equal opportunity provider.