

**CITY FACADE LOAN
APPLICATION
CHECKLIST AND SUPPORTING DOCUMENTATION**

Supporting Documents to accompany application:

Borrower – Please provide the following

- D Business Plan-to include:
 - o Detailed description of the proposed project.
 - o History and description of business/ applicant
 - o Resumes of principal, owners, and officers
 - o Copies of Articles of corporation or Organization, By-Laws, Operating Agreement, Partnership Agreement.
 - o Payroll spreadsheet listing current employees indicating pay scale, full-time/part-time (if part-time indicate number of hours), male/female, minority

- D A list of business and personal assets to be offered as collateral for the loan. If buying equipment with the loan proceeds, attach a list of the equipment to be purchased and estimated cost.

- D Current personal financial statements of all business principals with 20% or more ownership. A sample form is attached. Substitute formats are acceptable provided that the social security number of the individual is also included.

- D Statement and description of anticipated benefits to community from proposed loan, i.e. tax base increase; blight elimination; job creation and/or retention

- D Statement why City Fund involvement is requested

- D Letter of commitment to recruit Low-Moderate Income (LMI) individuals

- D Any other additional documentation that is requested

Accountant- Please prepare the following

- O Accountant prepared balance sheet, profit and loss, cash flow statements, or tax returns for the last three fiscal years
- D Current interim financial statements (balance sheet, profit and loss)
- D Three years financial projections (balance sheet, profit and loss) with notes covering all significant assumptions
- O Three years cash flow projections with monthly projections for the first year

Bank- Please provide the following

- D Commitment letter of Private (Bank) financing availability (including terms and collateral pledged)
- D Recent Credit report on business principals.

All information should be signed, dated by Borrowers and attached to the application when submitted.

CERTIFICATION STATEMENT

THE APPLICANT:

1. Certifies that to the best of its knowledge and belief, the information being submitted is true and correct.
2. Certifies that the applicant is in compliance with all laws, regulations, ordinances and orders of public authorities applicable to it.
3. Certifies that the applicant is not in default under the terms and conditions of any grant or loan agreements, leases, or financing arrangements with its other creditors.
4. Certifies that you authorized to obtain a credit check and Dun and Bradstreet on the applicant, the business and/or the individual(s).
5. Certifies that the applicant has disclosed and will continue to disclose any occurrence or event that could have an adverse material impact on the project. Adverse material impact includes, but is not limited to, lawsuits, criminal or civil actions, bankruptcy proceedings, regulatory intervention or inadequate capital to complete the project.
6. Understands that unless it qualifies as trade secret, all information submitted to CWED is subject to Wisconsin's Open Records Law.

The applicant requests that City of Merrill treat the following items as TRADE SECRET:

	Yes	No	NA
A. Personal financial statements.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B. Personal or business tax returns.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C. Historical business financial statements.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D. Business financial projections.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E. Plan or study to be funded by CWED	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F. Business Plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G. Other: _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If Section 6 is left blank then all information provided to the City of Merrill will be open to examination and copying.

Signature: _____ Date: _____
(Authorized Representative)

Name: _____ Title: _____
(Authorized Representative)

*CITY OF MERRILL
CITY OF MERRILL BUSINESS DISTRICT FACADE
IMPROVEMENT LOAN APPLICATION*

1. Borrower's name, address and contact in company:

Company name: -----

Contact person: -----

Title: -----

Address: -----

Telephone No.: ----- Fax No.: -----

Email Address: _____

IRS ID Number: -----

- Date Established: -----

Project address (if different from above): -----

2. Type of organization:

- | | |
|--|--|
| <input type="checkbox"/> C Corporation | <input type="checkbox"/> Sole Proprietor |
| <input type="checkbox"/> Sub S Corporation | <input type="checkbox"/> Limited Liability Corporation |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Other (describe) _____ |

3. Management information (owners, officers, directors, and shareholders who own 20% or more shares of the company):

Name	Title	Address	%Owned

4. Bank of business account (include name of loan officer and telephone number):

5. Number of employees:

	Current	Two Years After Loan
Full-time	_____	_____
Part-time	_____	_____
TOTAL	_____	_____

6. Anticipated sources and uses of all project funds:

<u>Source & Amount</u>	<u>Use & Amount</u>
Cash (owner's injection) _____	Facade Improvement _____
City of Merrill Loan _____	Building Rehabilitation _____
Participating Lender _____	Tuck-pointing _____
Other (specify): _____	Awning Acquisition _____
_____	Other (specify): _____
_____	_____
_____	_____
Total Financing _____	Total Project Costs _____

7. Amount of City of Merrill RLF loan and terms requested:

Amount of loan: \$ _____

Terms of pay back: _____

Use of funds: _____

8. Collateral:

	<u>Present Market Value</u>	<u>Present Loan Balance</u>
Land and building	\$ _____	\$ _____
Machinery & equipment	\$ _____	\$ _____
Accounts receivable	\$ _____	\$ _____
Other _____	\$ _____	\$ _____
Total	\$ _____	\$ _____

9. Have you or any officers of your company ever been involved in bankruptcy or insolvency proceedings? yes no
If so, please provide the details as a separate exhibit.

10. Are you or your business involved in any pending lawsuits?
 yes no
If yes, please provide the details as a separate exhibit.

11. Does your business, its owners, or its majority stockholders own or have a controlling interest in other businesses? yes no
If yes, please provide their names and relationship with your company along with a current balance sheet and operating statement for each as a separate exhibit.

Name of business: _____

Relationship to applicant: _____

12. Do you buy from, sell to, or use the services of any concern in which someone in your company has a significant financial interest? yes no
If yes, provide details in a separate exhibit.

13. Are any of the individuals listed under "Management" on parole or probation?
 yes no
If yes, please provide details as a separate exhibit.

I/we hereby certify that the information contained in this application is true and complete to the best of my/ our knowledge and is submitted to the City of Merrill RLF Administrator so the Community Development Committee can decide whether to grant the loan. I/We authorize the City of Merrill RLF Administrator or its agent to obtain a credit check on the business and the individual(s) with controlling ownership interest.

Signature

Title

Print Name/Date

Social Security Number

Signature

Title

Print Name/Date

Social Security Number

THE FOLLOWING EXHIBITS MUST BE COMPLETED WHERE APPLICABLE AND INCLUDED AS PART OF YOUR APPLICATION.

Attachments:

1. Balance sheet and profit and loss statements for last three (3) fiscal years.
2. Balance sheet and profit and loss statement for an interim period not more than ninety (90) days preceding the date of application.
3. Schedule of business debt.
5. Earnings and cash flow projections for two (2) years from date of application. Assumptions must be included.
6. Business description and financing proposal. This should include a brief company history; a discussion of your industry, sales and markets; discussion of competition; and other matters relevant to your application. All applicants on behalf of entities in business less than two years will submit a business plan.
7. Resumes of all individuals listed under "Management", with home addresses and phone numbers.
8. A list of the products or services to be purchased, with cost estimates.
9. Photographs of the structure to be improved
10. Commitments for all private financing.
11. Participating lending institution's credit analysis, if available.
12. Personal financial statement of principal owners (normally all owners with 20% or more ownership).

ECONOMIC DEVELOPMENT RLF LOAN PROGRAM
CONFLICT OF INTEREST LIST OF PERSONS

Mayor:

Steve Hass

Community Development Committee:

Alderspersons:

Mike Rick
Rebecca Rutkowski
LaDonna Fermanich
Mark Weix
Robert Lass
Michael Caylor
Andrew Caylor
Nathan Meyer

Mark Weix, Alderman
Landis Holdorf
Betsy Meier Peterson
Nancy Kwiesielewicz
Pete Koblitz
Daniel Schneider
Chris Malm

City Administrator:

Rod Akey

Economic Development Director:

Elsa Duranceau

Do you have family or business ties to any of the following people listed above?

_____ I am not related or have any business ties to any of the persons listed above.

_____ I am related to _____ in the following way _____.
Name

_____ I have business ties with _____ in the following way _____.
Name

Signature of Applicant