

Specialty Loan Application

I. Background Information

A. Company Information

Company Name: _____

Contact Person: _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email Address: _____ SIC Code: _____

Year Company Established: _____ Federal ID Number: _____

Date Financing Needed: _____ Referred by: _____

B. List All Company Owners Below

Name of Owner	% Owned	Social Security Number	Date of Birth
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Are there more than 4 owners? Yes No

C. Type of Business

"C" Corp "S" Corp Partnership Proprietorship L.L.C.

Who is borrowing in this project?

Corporation Partnership Individuals L.L.C.

D. Borrower Information

Organization	Contact Person	Phone Number
Bank of Account: _____	_____	_____
Accountant: _____	_____	_____
Attorney: _____	_____	_____

E. Corporate Officers

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

F. Indicate officer salaries and number of officers for the last 3 fiscal years.

FY: _____ Officer salaries were \$ _____ for _____ officers.

FY: _____ Officer salaries were \$ _____ for _____ officers.

FY: _____ Officer salaries were \$ _____ for _____ officers.

II. Miscellaneous Information

A. Indicate number presently employed by your company:

Full Time: _____ Part Time: _____

B. How many new jobs do you expect your company to create within the next 2 years as a result of this project?

Full Time: _____ Part Time: _____

If job creation is not expected, please describe the public purpose of your project.

C. Has the company or any officers of the company ever been involved in bankruptcy proceedings?
 Yes No If yes, please explain: _____

D. Is the company or any officer of the company involved in any pending lawsuits?
 Yes No If yes, please explain: _____

E. Have you ever received any formal business consulting?
 Yes No If yes, please explain: _____

F. Has your company or any of its 20%-or-more owners ever had government financing?
 Yes No
If yes, please indicate:
Lendee Name: _____
Loan Date: _____ Loan Number: _____
Original Amount: _____ Current Balance: _____

III. Sources/Uses of Funds

A. **Proposed Use of Funds** (round to \$100s)

1. Equipment	\$ _____	4. Inventory	\$ _____
2. Furniture/Fixtures	\$ _____	5. Account Receivable	\$ _____
3. Working Capital	\$ _____	6. Other (Specify)	\$ _____
Total uses of funds:	\$ _____		

B. Proposed Source of Funds (round to \$100s)

1. Amount Injected by Borrower \$ _____

2. Amount of Loan Request \$ _____

Total sources of funds: \$ _____

Note 1: Total uses of funds should equal total sources of funds.

Note 2: You may be asked to provide a listing of equipment, furniture/fixtures, working capital needs, inventory, accounts receivable, or any other items mentioned above.

C. Please specify the source of borrower's injection: _____

D. Desired term of SLCEC loan:

1 year 2 years 3 years 4 years 5 years Other

If other, please specify: _____

TERMS OF THE LOAN PROGRAMS

If you have questions on any of these terms, please consult the SLCEC staff.

Fees

Application Fee: A non-refundable application fee must be submitted with the application. The application fee is \$200 for all the loan programs. The check should be made payable to the Business Finance Corporation.

Servicing Fee: There is an annual loan-servicing fee of 1.0% of the outstanding balance of the loan and is paid over the life of the loan. The fee is automatically added to the borrower's monthly payment.

Success Fee: The Small Business Loan Program has a success fee, which compensates the lender for the additional risk associated with the loan. The success fee is computed annually by multiplying the amount of the loan by a risk percentage. The fee is due with the final payment of the loan.

Legal Fees: The borrower is responsible for the legal fees and costs associated with the closing process.

Legal Representation: The borrower is strongly advised to retain legal representation for the closing process. SLCEC prepares all of the closing documents in participation with the borrower's attorney.

Time Frame: Ordinarily, the timing for the loan approval process is 30 days; however, an expedited approval process is possible. Each loan application is reviewed and acted upon by the board of directors. Please contact an SLCEC loan officer to discuss the timing of your request.

Interest Rate: To be determined by the board of directors.

Prepayment: Loans may be prepaid at any time without any penalty or premium.

Collateral: Business collateral and personal guaranties are required. Additional collateral is sometimes requested and may include personal assets.

Confidential Credit Report: SLCEC will, at its expense, obtain a credit report on the applicant(s). SLCEC will comply with all provisions of the Fair Credit Reporting Act (15 USC 1681 et seq.). SLCEC will not disclose any part of any credit report to anyone except staff and those involved in the application review process.

INSTRUCTIONS

Please be advised that SLCEC will begin processing your application as soon as it and all of the following items are received. The items listed below should be mailed to:

Rick Palank
St. Louis County Economic Council
121 S. Meramec, Suite 900
St. Louis, MO 63105

FINANCIAL

Historical: Balance sheet, profit & loss statement, and company tax returns for last three years. Include accountant's opinion letter and any schedules and notes to financial statements.

Current: If most recent year-end statement is over sixty days old, attach current balance sheet and profit & loss statements.

Future: Detailed profit & loss projections for next two fiscal years.
Notes and Mortgages Payable (Schedules 1 & 2). Schedule 1 consists of current debts owed, Schedule 2 is future debt service anticipated over the next three years over \$10,000.

Business Plan: If the business is less than one year old, submit a copy of the business plan.

PERSONAL

Personal Financial Statements from each 20%-or-more owner.

Tax Returns from each 20%-or-more owner for the last three years.

Resume from each 20%-or-more owner and any other key people. A paragraph or two is sufficient.

OTHER

Brief History and Description of Business. Suggested maximum: 1-2 pages.

Project Description. Explain the project in detail (1-2 pages), including emphasis on the rationale for the project, the solid waste reduction impact (if a recycling loan), and support of the project's feasibility.

Sale Contract, Bids and/or cost estimates.

Certificate of Incorporation.

Application Fee (non-refundable). \$200 payable to the Business Finance Corporation.

POSSIBLE ATTACHMENTS

If accounts receivable and/or accounts payable are substantial, enclose an aging.

If business is a start-up, enclose a monthly cash flow for 1st 12 months and an opening day balance sheet.

If the company or any of its 20%-or-more owners own 20% or more of another company, enclose a list of these companies and financial statements or tax returns from 3 previous years.

If adding or expanding a new unit (e.g., a third store), enclose P&L's by unit for the most recent year and provide P&L projections for the new unit and the company as a whole.