

# Black Hills Community Economic Development 504 Loan Application

## Company Information

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Principal in Charge: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Secondary Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Type of Business: \_\_\_\_\_ Date Established: \_\_\_\_\_ Tax ID Number: \_\_\_\_\_  
Type of Entity: (check one)    \_\_\_ Proprietorship    \_\_\_ Partnership    \_\_\_ Corporation    \_\_\_ LLC

## Company Ownership

Name: \_\_\_\_\_ Title: \_\_\_\_\_ % of Ownership: \_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_ % of Ownership: \_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_ % of Ownership: \_\_\_\_\_

## Affiliate Businesses

Name: \_\_\_\_\_ Owner: \_\_\_\_\_ % of Ownership: \_\_\_\_\_  
(Applicant company or individuals)  
Name: \_\_\_\_\_ Owner: \_\_\_\_\_ % of Ownership: \_\_\_\_\_  
(Applicant company or individuals)

## Existing Business Locations

Address: \_\_\_\_\_ Square Feet: \_\_\_\_\_ Lease Payment: \_\_\_\_\_ Replaced by New Facility? \_\_\_\_\_  
Address: \_\_\_\_\_ Square Feet: \_\_\_\_\_ Lease Payment: \_\_\_\_\_ Replaced by New Facility? \_\_\_\_\_

## References

Bank Name: \_\_\_\_\_ Acct. No: \_\_\_\_\_ Acct. Officer: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Accountant: \_\_\_\_\_ Firm Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Attorney: \_\_\_\_\_ Firm Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Trade References: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_

**Nature of Your Business**

Nature of Your Business:

Type of Products or Services (include any catalogs or brochures):

Geographic Market Area:

List Key Customers:

List Major Competitors:

**Project Information**

Street Address of Project: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

What is the Square Footage of the New Building? \_\_\_\_\_

What is the Square Footage Your Company Will Occupy?\*

\*Please note -- We require your company to occupy 51% of an existing building and 60% of a new building.

Escrow Closing Date: \_\_\_\_\_ Realtor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

If known, how will the property be vested (i.e. individually, partnership, LLC, corporation, trust...) \_\_\_\_\_

Please provide appropriate documents (i.e. Partnership Agreement, LLC documents, Articles of Incorporation, Trust Agreement...)

**Total Project Costs**

**Purchase Existing Building or Equipment Only**

Purchase Price ..... \$ \_\_\_\_\_

Tenant Improvements ..... \$ \_\_\_\_\_

Equipment\* ..... \$ \_\_\_\_\_

Other ..... \$ \_\_\_\_\_

Total ..... \$ \_\_\_\_\_

**Construction Project**

Land Acquisition ..... \$ \_\_\_\_\_

Construction Bid ..... \$ \_\_\_\_\_

Architects, permits, other soft costs ..... \$ \_\_\_\_\_

Equipment\* ..... \$ \_\_\_\_\_

Other ..... \$ \_\_\_\_\_

Total ..... \$ \_\_\_\_\_

\*Please note -- equipment to be financed must have a useful life of 10 years or greater.

**If there are any tenants that will remain in the building, please provide the following information:**

Also, please have your realtor provide copies of all existing leases.

Tenant Name	Square Footage	Lease Expiration	Rent Amount

## Business Debt Schedule

Indebtedness: Furnish the following information on all installment debts, contracts, notes, and mortgages payable.  
Do not include accounts payable or accrued liabilities.

Date \_\_\_\_\_\*

Creditor Name/Address	Original Amount	Original Date	Present Balance	Interest Rate	Maturity Date	Monthly Payment	Security	Current or Delinquent
<b>Total present balance**</b>				<b>Total monthly payment</b>				

\* Should be the same date as current financial statement.

\*\* Total must agree with balance shown on current financial statement.

## Employee Questionnaire

Number of current employees: \_\_\_\_\_

Estimated number of new employees within the next two years as a result of this project: \_\_\_\_\_

## Miscellaneous Questions

Have you or any officer of your company ever been involved in bankruptcy or insolvency proceedings? \_\_\_\_\_

Are you or your business involved in any pending or prior lawsuits? \_\_\_\_\_ If yes, please provide details on a separate sheet.

Have you ever received gov't financing? \_\_\_\_\_ If yes, please provide the following:

Original Amount \$ \_\_\_\_\_

Date of the Loan: \_\_\_\_\_

Current Balance \$ \_\_\_\_\_

Agency: \_\_\_\_\_

## Checklist

<b>Business Information</b>
Business Plan
Business financial statements for last 3 years
Business financial projections for first 3 years after loan
Interim financial statements dated within the last 45 days
Business debt schedule (form attached)
Federal tax returns for last three years
Corporate documentation Articles of Incorporation, By-laws (if Corp.) Articles of Organization, Operating Agreement (if LLC) Partnership Agreement (if Partnership)
Franchise Agreement

<b>Bank Information</b>
Commitment letter from participating lender
Credit report for the business, each owner, and affiliates

<b>Personal information (for each owner of 20% or more )</b>
Personal tax returns for last 3 years
Personal resume
Personal financial statement dated within last 45 days
Personal Resume Form (form attached)
Photocopy of driver's license/ID card

<b>Real Estate/Equipment information</b>
Real Estate purchase agreement
Construction cost budget and/or equipment invoices
Existing environmental studies

**Authorization to Release Information**

I/We hereby authorize the release to Black Hills Community Economic Development of any information they may require at any time for any purpose related to my/our credit transaction with them including but not limited to credit checks or inquiries concerning my/our creditworthiness, credit standing, credit capacity, character, or general reputation.

I/We further authorize Black Hills Community Economic Development to release such information to any entity they deem necessary for any purpose related to my/our credit transaction with them.

I/We hereby certify that the enclosed information, including any attachments or exhibits provided herewithin or at a later date, is valid and correct to the best of my/our knowledge.

Black Hills Community Economic Development prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital or family status.

I declare and affirm under the penalties of perjury that the claim (petition, application, information) has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Name of Applicant(s) \_\_\_\_\_

Signature of Applicant(s) \_\_\_\_\_

Date \_\_\_\_\_

Name of Applicant(s) \_\_\_\_\_

Signature of Applicant(s) \_\_\_\_\_

Date \_\_\_\_\_

**Personal Resume Form** To be completed by each principal in business

Name: \_\_\_\_\_  
FIRST MIDDLE MAIDEN LAST

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Race: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

■ U.S. Citizen -- if not, please provide alien registration number: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Immediate Past Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Are you employed by the U.S. Government? \_\_\_\_\_

If so, give the name of the agency and position: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_  
FIRST MIDDLE MAIDEN LAST

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Race: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

**Personal Information**

Be sure to answer the next three questions correctly because they are important. The fact that you have an arrest or conviction record will not necessarily disqualify you; an incorrect answer will probably cause your application to be turned down.

Are you presently under indictment, on parole or probation? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been charged with or arrested for any criminal offense other than a minor vehicle violation? Include offenses which have been dismissed, discharged, or nolle prosequi. (All arrests and charges must be disclosed and explained on an attached sheet.) \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been convicted, placed on pretrial diversion, or placed on any form of probation, including adjudication withheld pending probation, for any criminal offense other than a minor motor vehicle violation? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes to any of the above, furnish details in a separate exhibit. List name(s) under which held.

**Military Service Background**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Honorable? \_\_\_\_\_

Job Description: \_\_\_\_\_

**Personal Financial Statement**

As of \_\_\_\_\_, 20 \_\_\_\_

Complete this form for: (1) each proprietor, or (2) each limited partner who owns 20% or more interest and each general partner, or (3) each stockholder owning 20% or more of voting stock and each corporate officer and director, or (4) any other person or entity providing a guaranty on the loan.

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Name of Applicant/Borrower: \_\_\_\_\_

Assets		Omit Cents	Liabilities		Omit Cents
Cash on hand and in banks .....	\$	_____	Accounts payable.....	\$	_____
Savings accounts.....	\$	_____	Notes payable to banks and others .....	\$	_____
IRA or other retirement account .....	\$	_____	(Describe in Section 2)		
Accounts and notes receivable.....	\$	_____	Installment account (Auto) .....	\$	_____
Life insurance-cash surrender value only .....	\$	_____	Monthly payments		
(Complete Section 8)			Installment account (Other) .....	\$	_____
Stocks and bonds .....	\$	_____	Monthly payments		
(Describe in Section 3)			Loan on life insurance .....	\$	_____
Real estate.....	\$	_____	Mortgages on real estate .....	\$	_____
(Describe in Section 4)			(Describe in Section 4)		
Automobile-present value.....	\$	_____	Unpaid taxes .....	\$	_____
Other personal property .....	\$	_____	(Describe in Section 6)		
(Describe in Section 5)			Other liabilities .....	\$	_____
Other assets.....	\$	_____	(Describe in Section 7)		
(Describe in Section 5)			Total liabilities.....	\$	_____
Total .....	\$	_____	Net worth.....	\$	_____
			Total .....	\$	_____

Section 1. Source of Income		Contingent Liabilities			
Salary.....	\$	_____	As endorser or co-maker .....	\$	_____
Net investment income .....	\$	_____	Legal claims & judgments.....	\$	_____
Real estate income .....	\$	_____	Provision for federal income tax .....	\$	_____
Other income (Describe below)* .....	\$	_____	Other special debt.....	\$	_____

**Description of Other Income in Section 1.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.

**Section 2. Notes Payable to Banks and Others** USE ATTACHMENTS IF NECESSARY. EACH ATTACHMENT MUST BE IDENTIFIED AS A PART OF THIS STATEMENT AND SIGNED.

Name and address of noteholders	Original Balance	Current Balance	Payment Amount	Frequency (monthly, etc.)	How secured or endorsed type of collateral

**Section 3. Stock and Bonds** USE ATTACHMENTS IF NECESSARY. EACH ATTACHMENT MUST BE IDENTIFIED AS A PART OF THIS STATEMENT AND SIGNED.

Number of shares	Name of securities	Cost	Market value quotation/exchange	Date of quotation/exchange	Total value

**Section 4. Real Estate Owned** LIST EACH PARCEL SEPERATELY. USE ATTACHMENTS IF NECESSARY. EACH ATTACHMENT MUST BE IDENTIFIED AS A PART OF THIS STATEMENT AND SIGNED.

	Property A	Property B	Property C
Type of property			
Owner			
Property address			
Date purchased			
Original cost			
Present market value			
Mortgage holder			
Address of mortgage holder			
Mortgage account number			
Mortgage balance			
Amount of payment per month/year			
Status of mortgage			

**Section 5. Other Personal Property and Other Assets** DESCRIBE, AND IF ANY IS PLEDGED AS SECURITY, STATE NAME AND ADDRESS OF LIEN HOLDER, AMOUNT OF LIEN, TERMS OF PAYMENT, AND IF DELINQUENT, DESCRIBE DELINQUENCY.

**Section 6. Unpaid Taxes** DESCRIBE IN DETAIL, AS TO TYPE, TO WHOM PAYABLE, WHEN DUE, AMOUNT AND TO WHAT PROPERTY, IF ANY, A TAX LIEN ATTACHES.

**Section 7. Other Liabilities** DESCRIBE IN DETAIL.

**Section 8. Life Insurance Held** GIVE FACE AMOUNT AND CASH SURRENDER VALUE OF POLICIES-NAME OF INSURANCE COMPANY AND BENEFICIARIES.

I authorize SBA/Lender to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. I understand FALSE statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General (Reference 18 U.S.C. 10001).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Social Security No: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Social Security No: \_\_\_\_\_



## **NOTICE**

### **IMPORTANT INFORMATION ABOUT IDENTIFICATION PROCEDURES WHEN OBTAINING A 504 LOAN**

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all Certified Development Companies to obtain, verify, and record information that identifies each person who applies for a 504 Loan.

What this means for you: When you apply for a 504 Loan, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

Signature of applicant(s) \_\_\_\_\_ Date: \_\_\_\_\_