

NORTHWEST OHIO RLF CARES ACT LOAN APPLICATION CHECKLIST

- To be eligible, loan applications must include all the following, as applicable, and be ready for presentation to the Northwest Ohio RLF Managing Board within 60 days of submission -

ALL APPLICANTS

- \$200 Non-Refundable Loan Application Fee payable to Toledo-Lucas County Port Authority (TLCPA)
- BANK COMMITMENT LETTER and ANALYSIS from participating bank stating terms and conditions of the bank's participation; must list borrower, term, interest rate, collateral, guarantors/co-makers, contingencies, etc., if applicable
- COMPANY OVERVIEW: Brief history and description of the company including details of product mix, markets served, proposed new products and/or markets, etc.
- MANAGEMENT: Attach resumes of all key management positions.
- EQUITY STATEMENT: State the source of the applicant's equity (savings, gift, cash) then sign and date.
- CURRENT PERSONAL FINANCIAL STATEMENT: Required of all individuals with 20% or greater interest.
- THREE YEARS PERSONAL FEDERAL TAX RETURNS: Required of all individuals with 20% or greater interest.
- SOURCES AND USES OF FUNDS: See Page 4 of application or attach statement detailing sources and uses of all funds for project (bank, equity, RLF, etc.).
- COLLATERAL: See Page 5 of application or attach list of collateral offered as security for the RLF loan as well as proposed lien/mortgage position and other financing, if applicable.
- EQUIPMENT LIST: List of all major equipment currently owned with make, model, serial numbers, etc.
- EQUIPMENT QUOTES: If purchasing equipment, provide quotes with make, model, serial numbers (if available), etc.
- PURCHASE AGREEMENT: Attach copy of all purchase agreements, if applicable.
- REAL ESTATE (purchase or lease): If purchasing real estate, attach signed purchase agreement, appraisal, etc. Appraisal cannot be more than sixty (60) days old and from a reputable company. If leasing real estate, attach signed lease agreement.

Partnerships: PARTNERSHIP AGREEMENT

Corporations: BYLAWS OPERATING AGREEMENT

Limited Liability Corporations (LLC): OPERATING AGREEMENT

Limited Liability Partnerships (LLP): OPERATING AGREEMENT

EXISTING BUSINESSES OR BUYOUTS

- AGING: Accounts Receivable and Accounts Payable
- BALANCE SHEETS, PROFIT AND LOSS STATEMENTS: For last three fiscal years.
- CURRENT BALANCE SHEET, PROFIT AND LOSS STATEMENT: No older than 90 days.
- DEBT SCHEDULE: List all current debts - lender name, address, origination date, loan amount, present balance, interest rate, monthly payment, collateral pledged, and maturity date of loan.
- SUBSIDIARIES & AFFILIATES: List affiliates or subsidiary firms, if applicable; provide last fiscal year end financial statements.
- THREE YEARS BUSINESS FEDERAL TAX RETURNS: Complete with schedules and attachments.

NEW BUSINESSES (less than 3 years old)

- BUSINESS PLAN with 3 YEARS CASH FLOW ANALYSIS: Year 1 - Monthly cash flow analysis; Years 2-3 - Annual analysis.

NORTHWEST OHIO RLF EDA CARES ACT PRELIMINARY LOAN APPLICATION

IMPORTANT: This PAGE is subject to review by the general public; local, state, and federal agencies; as well as the TLCPA Staff, TLCPA Board, Northwest Ohio RLF Managing Board, and Consultants.

- Type or use Blue or Black ink only -

Legal Name of Applicant/Business: _____
Business Address: _____
Telephone: (____) _____ Fax: (____) _____ Email: _____
Contact Person: _____ Title: _____

Business Type, please circle: Manufacturing, Commercial, Retail, Service, Other. If Other, explain: _____

Product/Services: _____

Activity, please circle: New/Startup, Expansion, Relocation, Buyout, Other. If Other, explain: _____

Location of Expansion (if different from present location): _____

Deadline for Start & Finish of Project: Projected Start Date: _____ Projected Finish Date: _____

CURRENT JOBS: Number of Current (existing) Full-Time Jobs to be retained, if applicable: _____

JOBS CREATED: Number of Full-Time Equivalent Jobs to be created over twelve (12) months: _____

Scope of Project (i.e., equipment acquisition, land/building purchase, etc.) Attach additional sheet, if necessary: _____

COST BREAKDOWN:

Land \$ _____
Land/Building \$ _____
Renovations \$ _____
Leasehold Improvements \$ _____
Machinery/Equipment \$ _____
Working Capital \$ _____
Other \$ _____
*** TOTAL COST BREAKDOWN:** \$ _____

FINANCING:

Applicant's Equity (CASH) Amount \$ _____ Source: _____ %
** Bank Loan Amount \$ _____ %
Amount requested from TLCPA \$ _____ %
Other \$ _____ %
*** TOTAL FINANCING:** \$ _____ 100 %

*** TOTAL COST BREAKDOWN = TOTAL FINANCING (i.e., if Total Cost Breakdown is \$100,000 then Total Financing is also \$100,000).**

** Name of Participating Bank, if applicable: _____

BY SIGNING BELOW, I attest to the accuracy of the information disclosed, included, attached, or otherwise made a part of this application. Additionally, I understand this document is subject to review by the general public; local, state, and federal agencies; TLCPA Staff, TLCPA Board, Northwest Ohio RLF Managing Board, Consultants, etc.

X _____
Applicant Signature or Signature of Authorized Representative **Date**

Print or Type Your Name as Signed Above

NORTHWEST OHIO RLF EDA CARES ACT LOAN APPLICATION

- PLEASE TYPE or USE BLUE or BLACK INK ONLY -

- Loan applications must include all information requested on Page 1, as applicable, to be eligible for consideration -

THE FOLLOWING INFORMATION MUST BE PROVIDED WITH LOAN APPLICATION:

- Business Plan – *Startups only*
- Monthly Cash Flow Analysis – *Startups or existing businesses expanding into new product line, etc.*
- Company Overview/Narrative - *All Applicants*
- Current Personal Financial Statements for individuals with 20% or greater company ownership - *All Applicants*
- Complete 3 Year Personal Federal Tax Returns for individuals with 20% or greater ownership - *All Applicants*
- Complete 3 Year Business Federal Tax Returns including schedules, attachments, etc. - *Existing business, buyouts*

INSTRUCTIONS FOR COMPLETING LOAN APPLICATION:

- **Sections I, II and III:** Provide all information requested. 'Contact' refers to the proprietor, general partner, corporate officer, member, etc. 'Applicant' refers to the borrowing entity.
- **Section IV: SOURCES AND USES OF FUNDS:** List all sources of financing and use of loan proceeds. If loan use is "other," attach separate sheet outlining intended use, sign, and date.
- **Section V: SUMMARY OF COLLATERAL, KEY MAN LIFE INSURANCE:** If collateral consists of land and building, inventory, and/or accounts receivable, fill in the appropriate blanks. If collateral consists of equipment, furniture, and fixtures, and/or other, an itemized list containing make, model numbers, serial number, and description must be provided. Assignment of Key Man Life Insurance as collateral is mandatory on all loans.
- **Section VI:** Refers to borrowing entity.
- **Submit \$200 non-refundable loan application fee,** complete loan application (8 pages) with all required signatures, information, and/or attachments to Northwest Ohio RLF, One Maritime Plaza – 7th Floor, Toledo, OH 43604.

I. CONTACT INFORMATION (*refers to the proprietor, general partner, corporate officer, member, etc.*):

Name: _____ Phone: (____)_____

Home Address: _____

Relationship to Business/Business Title: _____ Email: _____

II. APPLICANT/BUSINESS INFORMATION (*refers to the borrowing entity*):

Applicant/Business Legal Name: _____

Business Address: _____

Phone: (____) _____ FAX: (____) _____ Email: _____

Year Business Established: _____ Federal Tax I.D. No: _____

* **DUNS Number:** _____

BUSINESS STRUCTURE (check one):

Sole Proprietorship General Partnership Limited Partnership
 S Corporation C Corporation Not Yet Determined
 Limited Liability Company Limited Liability Partnership

CURRENT AND PROJECTED EMPLOYMENT:

Current Employees: _____ Full-Time (*include current full-time employees only*)

Projected Year 1: _____ Full-Time

Have you or any owners of the company ever been involved in bankruptcy or insolvency proceedings? If yes, please explain on a separate sheet. YES _____ NO _____

Are you or the business involved in any pending lawsuits? If yes, please explain. YES _____ NO _____

*** To be eligible for RLF financing, all applicants are required to provide a DUNS number as mandated by the Federal Government.** For more information or to obtain a free DUNS Number, go to <http://fedgov.dnb.com/webform>
Please note, if this website is unavailable, conduct an internet search using 'DUNS' or 'get a DUNS' as the search criteria. -
Applications without a DUNS Number will be rejected. -

PROFESSIONAL SERVICES/REFERENCES:

BANK: _____
Address: _____

Contact: _____
Phone: _____

ATTORNEY: _____
Address: _____

Contact: _____
Phone: _____

ACCOUNTANT: _____
Address: _____

Contact: _____
Phone: _____

INSURANCE CO: _____
Address: _____

Contact: _____
Phone: _____

III. MANAGEMENT INFORMATION: Complete for each principal with 20% or more ownership. If necessary, attach additional sheets. Identify each sheet as an exhibit to the appropriate section, sign, and date.

| | | | |
|-------------------------------|----------|-------------------------------|----------|
| Owner #1 | | | |
| Name & Title: _____ | | Ownership: _____% | |
| Social Security Number: _____ | | | |
| <u>Source of Income</u> | | <u>Contingent Liabilities</u> | |
| Salary | \$ _____ | Endorser/Co-Maker | \$ _____ |
| Investment Income | \$ _____ | Legal Claims/Judgments | \$ _____ |
| Real Estate Income | \$ _____ | Federal Income Tax | \$ _____ |
| Other, explain: | \$ _____ | Other, explain: | \$ _____ |

| | | | |
|-------------------------------|----------|-------------------------------|----------|
| Owner #2 | | | |
| Name & Title: _____ | | Ownership: _____% | |
| Social Security Number: _____ | | | |
| <u>Source of Income</u> | | <u>Contingent Liabilities</u> | |
| Salary | \$ _____ | Endorser/Co-Maker | \$ _____ |
| Investment Income | \$ _____ | Legal Claims/Judgments | \$ _____ |
| Real Estate Income | \$ _____ | Federal Income Tax | \$ _____ |
| Other, explain: | \$ _____ | Other, explain: | \$ _____ |

IV. SOURCES AND USES OF FUNDS: List all sources and uses of financing; attach addtl sheets if necessary.

| | Applicant's CASH EQUITY | BANK | NORTHWEST OHIO RLF | OTHER FINANCING | TOTAL PROJECT COST |
|-------------------------|-------------------------------|-----------|--------------------------|--------------------|--------------------------|
| Acquire Land | | | | | |
| Acquire Land & Building | | | | | |
| Renovations | | | | | |
| Leasehold Improvements | | | | | |
| Machinery/Equipment | | | | | |
| Working Capital | | | | | |
| Other, specify: | | | | | |
| TOTALS | \$ | \$ | \$ | \$ | \$ |

NOTE: The above amounts must match Total Cost Breakdown on Page 2.

REAL ESTATE OWNED: *List each parcel separately; attach additional sheets, if necessary.*

Parcel #1

Title in Name of: _____

Property Type (land, building, private home, etc.): _____

Property Address: _____

Original Loan Amount: \$ _____ Current Balance: \$ _____ Monthly Payment: _____

Date of Mortgage: _____ Maturity Date: _____

Mortgage Holder Name, Address, Phone #: _____

Status of Mortgage (current or delinquent). If delinquent, explain: _____

Parcel #2

Title in Name of: _____

Property Type (land, building, private home, etc.): _____

Property Address: _____

Original Loan Amount: \$ _____ Current Balance: \$ _____ Monthly Payment: \$ _____

Date of Mortgage: _____ Maturity Date: _____

Mortgage Holder Name, Address, Phone #: _____

Status of Mortgage (current or delinquent). If delinquent, explain: _____

OTHER PERSONAL PROPERTY: *Describe property and, if financed, include name and address of lien or mortgage holder, original loan amount, monthly payment, and current balance. Attach additional sheets, if necessary.*

OTHER ASSETS: *Please describe.* _____

UNPAID TAXES: *Please describe in detail; refer to attachments, if necessary.* _____

OTHER LIABILITIES: *Please describe in detail; refer to attachments, if necessary.* _____

AGREEMENTS AND CERTIFICATIONS

- Please Read Carefully Before Signing -

CERTIFICATION: I/We certify: (a) All information in this application and the exhibits/attachments are true and complete to the best of my/our knowledge and is submitted to the Northwest Ohio RLF Managing Board in order that the Board may decide whether to approve a loan and/or to participate with a lending institution in a loan for my/our proposed project. (b) I/We give assurance that I/We will comply with Sections 112 & 113 of Volume 13 of the Code of Federal Regulations. These code sections prohibit discrimination on the grounds of race, color, sex, religion, marital status, handicap, age, or national origin by recipients of federal financial assistance and require appropriate reports and access to books and records. These requirements are applicable to anyone who buys or takes control of the business. I/We realize that if I/We do not comply with the non-discrimination requirements, Toledo-Lucas County Port Authority can call, terminate, or accelerate repayment of the loan.

AUTHORITY TO COLLECT PERSONAL INFORMATION/HOLD HARMLESS: This information is pursuant to Public Law 93-579 (Privacy Act of 1974). Effect of Non-Disclosure: Omission of an item may result in your application not receiving full consideration. I/We authorize disclosure of all information submitted in connection with this application to the Northwest Ohio RLF Managing Board, TLCPA Board, TLCPA Staff, and its consultants. I/We understand that all information may be subjected to public review under Public Disclosure Laws. As consideration for any advice, management and/or technical assistance that may be provided, TLCPA may check credit and trade references in reviewing this application and disclose information about its credit experience with applicant(s), as authorized by law. TLCPA may also check the personal credit history of the principal owner(s), spouses, if applicable, and/or key individual(s). In addition to the information requested on this application, TLCPA may subsequently request additional information from applicant(s). I/We confirm that this application is given to TLCPA for the purpose of obtaining credit; I/We have read it and it is true and complete. I/We authorize TLCPA to obtain information from others concerning my/our credit standing and other relevant information impacting this application and provide to others information about TLCPA's transactions and experiences with me/us/the business.

HOLD HARMLESS: As applicants and potential recipients of the Northwest Ohio EDA CARES Act Revolving Loan Fund (RLF), I/We individually, jointly, and severally, agree to hold TLCPA and the Federal Government harmless from and against all liabilities that may incur/occur because of providing advice, technical assistance, recommendations, referrals, loans, etc. In addition, I/We waive all claims against the Northwest Ohio RLF Managing Board, TLCPA Board, TLCPA Staff, and its consultants.

SIGNATURES: The undersigned certify that the information provided on and with this form, including financial statements, is complete and correct and that I/we are authorized to execute this form on behalf of the Applicant. Applicant authorizes the Toledo-Lucas County Port Authority (TLCPA) to obtain credit reports, and to release credit information to others including, without limitation, companies/agencies affiliated with TLCPA regarding Applicant from time to time. Applicant also authorizes TLCPA to obtain copies of its tax returns and information from the IRS and/or participating bank and agrees to execute whatever forms TLCPA requests to obtain such information. If this is an application for a SECURED business term loan, additional documentation may be requested from Applicant for execution and submittal to TLCPA for approval.

REQUIRED SIGNATURES BASED ON BUSINESS ENTITY: SOLE PROPRIETOR - The owner; PARTNERSHIP - All general partners; LIMITED LIABILITY COMPANY - All members or manager(s); CORPORATION - Officers.

NON-DUPLICATION OF FEDERAL SUPPORT: The undersigned hereby certifies that they have not applied for and/or received other federal funding for the same purpose as the purpose stated in this application. The undersigned also certifies that no Northwest Ohio EDA CARES Act RLF loan proceeds will be used to fund expenses for which the undersigned has received other federal funding. If duplicate funding is determined, TLCPA will demand immediate repayment of the portion of the Toledo Regional EDA CARES Act loan allocable to those expenses and may take any other action against the undersigned permitted by the loan documents, the EDA RLF CARES Act plan, and applicable law, as TLCPA deems appropriate for prudent management of the loan portfolio.

X _____
Date

| | | |
|----------------------|------------|-------|
| X _____ Signature | _____ | _____ |
| | Print Name | Title |

| | | |
|----------------------|------------|-------|
| X _____ Signature | _____ | _____ |
| | Print Name | Title |

| | | |
|----------------------|------------|-------|
| X _____ Signature | _____ | _____ |
| | Print Name | Title |

INFORMATION FOR FEDERAL MONITORING PURPOSES

The following information is requested by the Federal Government for certain types of loans to monitor the lender's compliance with equal credit opportunity. You are not required to furnish this information but are encouraged to do so. The law requires that a lender may neither discriminate based on this information nor on whether you choose to furnish it. However, if you choose not to furnish it, under Federal regulations, this lender is required to note race/ethnicity based on visual observation, surname, etc. If you do not wish to furnish the information, please check the appropriate line below.

ETHNICITY (mark one)

Hispanic or Latino _____
Not Hispanic or Latino _____

RACE (mark one or more)

White _____
Black or African American _____
American Indian/Alaskan Native _____
Asian _____
Native Hawaiian or other Pacific Islander _____

GENDER

Female _____
Male _____

“This institution is an equal opportunity provider and employer.”

To be eligible, loan applications must include all information listed on Page One, as applicable, and be ready for presentation to the loan committee within 60 days of submission; otherwise, the application is invalid.

Enclose \$200 non-refundable loan application fee, signed loan application with all required information, signatures, and/or attachments and submit to:

Northwest Ohio RLF, One Maritime Plaza – 7th Floor, Toledo, OH 43604