



## LOAN APPLICATION FOR PILOT PROGRAM

### Information About You and Your Business

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

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Tax ID Number: \_\_\_\_\_

Business Fax Number: \_\_\_\_\_

Is this a new Business?  Yes  No

Type of Organization:  S Corporation  C Corporation  Proprietorship  Limited Partnership

General Partnership  Limited Liability Company  Other: \_\_\_\_\_

Principal Product/Service: \_\_\_\_\_

Year Business Established: \_\_\_\_\_ Length of Time Current Ownership in Place: \_\_\_\_\_ Years \_\_\_ Months

Owner/Authorized Signers Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Principals/Owner Owning 20% or More of the Business – Provide Title(s) and Percentage of Ownership:

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

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

**\*IMPORTANT\***

Should the Business/Loan Applicant answer yes to any of the following questions, he/she must provide any and all details under separate cover and submit it with this application. The Business Loan Applicant must provide all pertinent information including names, dates, times, types, dollar amounts, circumstances, status and dispositions relevant to the appropriate question(s):

- Does the Owner/Authorized Signer own any interest in any other business(s)?  Yes  No
- Is the business a franchise or license company?  Yes  No
- Does the business have any other affiliates, subsidiaries, or parents?  Yes  No
- Are there any tax liabilities outstanding from previous reporting periods?  Yes  No
- Does the business have any contingent liability?  Yes  No
- Is the business/loan applicant presently a party to any claim or lawsuit?  Yes  No
- Has the business Loan Applicant or any proposed guarantor ever declared bankruptcy?  Yes  No
- Is the business Loan Applicant an endorser, guarantor or co maker for obligations not listed on the financial statements?  Yes  No

**Information About Your Project**

Size of Current Facility: \_\_\_\_\_ Sq. Ft.  Own  Term of Current Lease: \_\_\_\_\_

Is the funding going to be used for construction or rehabilitation? Yes  No

Loan Purpose: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe how the funds will be used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Briefly Describe the Assets to be acquired (if applicable): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Guarantor(s): \_\_\_\_\_  
Name Title/Relationship to Applicant

## Project Sources and Use of Funds

### PROJECT USE OF FUNDS

Building (Renovation  
&Improvements): \$ \_\_\_\_\_

Building Expansion \$ \_\_\_\_\_

Machinery & Equipment: \$ \_\_\_\_\_

Furniture & Fixtures \$ \_\_\_\_\_

Technology Infrastructure: \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL PROJECT COSTS** \$ \_\_\_\_\_

### OTHER SOURCE OF PROJECT FUNDS

Equity Investment: \$ \_\_\_\_\_ Source: \_\_\_\_\_

Bank Loan: \$ \_\_\_\_\_ Rate: \_\_\_\_\_ Term: \_\_\_\_\_

Government Grants: \$ \_\_\_\_\_ Rate: \_\_\_\_\_ Term: \_\_\_\_\_

Government Loans: \$ \_\_\_\_\_ Rate: \_\_\_\_\_ Term: \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_ Rate: \_\_\_\_\_ Term: \_\_\_\_\_

**TOTAL PROJECT SOURCES:** \$ \_\_\_\_\_

**Job Creation/Retention Information**

**List the number of new employees to be hired as a result of this loan within the next three years.**

NUMBER OF NEW EMPLOYEES (FULL TIME/PART TIME)	JOB TITLE DESCRIPTION	HOURLY RATE
FT/PT		\$ Per Hour
FT/PT		\$ Per Hour
FT/PT		\$ Per Hour
FT/PT		\$ Per Hour

Number of Existing \* Full Time Employees: \_\_\_\_\_ Current Annual Payroll: \$ \_\_\_\_\_

\* Full time employee is one employee working at least 40 hours a week, year round. Part time employees should be converted to full time equivalents.

Third Year Projected Full Time Employees: \_\_\_\_\_

Third Year Projected Annual Payroll: \$ \_\_\_\_\_

**List the number of existing employees to be retained as a result of this loan within the next three years.**

RETAINED EMPLOYEES (FULL TIME/PART TIME)	JOB TITLE DESCRIPTION	HOURLY RATE
FT/PT		\$ Per Hour
FT/PT		\$ Per Hour
FT/PT		\$ Per Hour
FT/PT		\$ Per Hour

## Authorization

The information contained herein is true, complete and correct to the best of my knowledge. I certify that I have authority to apply for this loan on behalf of the business described herein. I understand that this information may be made available for public review and is subject to the terms of the Florida Public Records Act. In the event of loan approval, the undersigned grants permission to the City to release publicity articles regarding the financing of the project. The City may also check the personal credit history of the principal owner(s) and/or key individuals. By signing below, the undersigned agrees that the loan will be used for business purposes only and not for household, personal, or consumer usage. I understand that any willful misrepresentation on this statement could result in a fine and/or imprisonment under provision of the United States Criminal Code U.S.C. Title 18, Section 1001.

**Applicant:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Applicant:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## COMPLETE YOUR APPLICATION

Please attach the following items and information to complete this application package:

### REQUIRED INFORMATION

- One of the following financial documents (mark one) must be submitted:
  - Previous Three (3) Years of Historical Business Financial Statements
  - Corporate Tax Returns (Balance Sheet, Profit & Loss, Cash Flow)
  - Current and Previous Year Comparative Interim Business Financial Statement (Balance Sheet, Profit & Loss, Cash Flow current within 90 days)
- Two (2) Years of Projected Business Financial Statements (Balance Sheet, P & L, Cash Flow) showing that the business can continue to operate in the next two years after this assistance.
- Resumes of Officers and Key Management Personnel for the Business
- Authorization to release credit information
- Governing Instruments for Business Including Articles of Incorporation, Partnership Agreement(s), Articles of Organization and Operating Agreement(s) for Limited Liability Companies, Sate of Florida Certificate of Good Standing

### CONTINGENT INFORMATION (to be provided after application approval, if applicable)

- Copy of the Construction/Rehabilitation Cost Estimates and the Scope of Work (if applicable)
- List of Equipment and Fixtures to be purchased including three (3) detailed quotations for each item listed.
- Executed Tenant(s) Letter of Commitment or Copy of the Lease Agreement (if applicable)
- Environmental Clearance Evidence – Phase I/ Phase II Environmental Review Reports (if applicable)
- List of Current Employees and copy of payroll documents including job title, salary information and whether position is part time or full time.
- Copy of the Business Certificate of Use, Occupational License (City and Miami-Dade County)
- Commercial Insurance Policy

*The City reserve the right to request additional information about the business, Business Owner(s) and or Applicant that may be needed to process the loan application.*