



CommunityWorks

Building People & Places

Community and Commercial Facilities Loan Program Application

PART I: BORROWER INFORMATION

Name of Company: _____

Mailing Address: _____

Street Address: _____

Contact: _____ Telephone: _____

Title: _____ Fax: _____

County: _____ Federal I.D. #: _____

Section One: Company Information:

- A. Type of Company: For-Profit Corporation Non-Profit Corporation
 Sole Proprietorship Limited Liability Company
 Partnership
 Other (Specify) _____

	<u>Principal or Member</u>	<u>% Ownership if Any</u>	<u>SSN #</u>
Ownership:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

- B. Type of Project: Start-Up Company Construction/Rehab
 Expansion of Existing Company
 Refinance
 Other (Specify) _____

- C. Type of Business: Retail
 Industrial
 Commercial/Service
 Public Entity
 Other (Specify): _____

D. Standard Industrial Classification(s) (SIC Code): _____

E. The Company's Fiscal Year ends on: _____

F. Legislative Districts of Project: ____ City ____ County ____ SC House ____ SC Senate
____ US Congress

F. Present Number of Employees: _____ Total _____ %
____ Male _____ %
____ Female _____ %
____ Minority _____ %

G. Employment as a Result of the Project (if applicable):

1. Number of new positions in 2 years: _____
Number of saved positions: _____
Total number of new employees and or saved positions: _____

2. Number of full-time employees: _____
Number of part-time employees: _____ (defined as an employee working ____ hrs/wk).

Section Two: Attorney/Accountant Information

A. Attorney's Name: _____
Name of Firm: _____
Address: _____
Telephone: _____

B. Accountant's Name: _____
Name of Firm: _____
Address: _____
Telephone: _____

PART II: PROJECT INFORMATION

Section One: Project Description

A. Location of Project: _____

B. Brief Description of Project: _____

Section Two: Project Budget

A. Proposed Sources and Amounts of Funds

Commercial Bank	_____	\$ _____, _____, _____	_____ %
CW CRLF	_____	\$ _____, _____, _____	_____ %
Other (Specify)	_____	_____ \$ _____, _____, _____	_____ %
Other (Specify)	_____	_____ \$ _____, _____, _____	_____ %
Equity	_____	\$ _____, _____, _____	_____ %
TOTAL		\$ _____, _____, _____	100 %

B. Proposed Uses of Funds

Land and Building		\$ _____, _____, _____	_____ %
Construction		\$ _____, _____, _____	_____ %
Renovation		\$ _____, _____, _____	_____ %
Machinery and Equipment		\$ _____, _____, _____	_____ %
Working Capital		\$ _____, _____, _____	_____ %
Site Preparation		\$ _____, _____, _____	_____ %
Refinancing or Other (Specify):		_____ \$ _____, _____, _____	_____ %
TOTAL		\$ _____, _____, _____	100 %

C. CW CRLF Funding will be used for the following purpose(s):

Land and Building	\$ _____, _____, _____	_____ %
Construction	\$ _____, _____, _____	_____ %
Renovation	\$ _____, _____, _____	_____ %
Machinery and Equipment	\$ _____, _____, _____	_____ %
Working Capital	\$ _____, _____, _____	_____ %
Site Preparation	\$ _____, _____, _____	_____ %
Refinancing or Other (Specify):	_____ \$ _____, _____, _____	_____ %
TOTAL	\$ _____, _____, _____	100 %

D. Participating Lender Information (if applicable)

Name of Institution: _____

Address: _____

Loan Officer's Name: _____

Telephone Number: (____) _____

Name of Institution: _____

Address: _____

Loan Officer's Name: _____

Telephone Number: (____) _____

Section Three: Collateral/Security Offered

Collateral Description: _____

1. Collateral: _____ Value: \$ _____, _____, _____ Source of Value: _____

Lien Holder: _____ Lien Amount: \$ _____, _____, _____

2. Collateral: _____ Value: \$ _____, _____, _____ Source of Value: _____

Lien Holder: _____ Lien Amount: \$ _____, _____, _____

3. Collateral: _____ Value: \$ _____, _____, _____ Source of Value: _____

Lien Holder: _____ Lien Amount: \$ _____, _____, _____

PART III: BASIC EXHIBITS REQUIRED

- _____ 1. Past Financial Information (Two Years prior Federal Income Tax Returns and Audit Reports)
- _____ 2. Projected Financial Information
 - A. 24-month Cash Flow Projections
 - B. 24-month Profit and Loss Projections
 - C. Proforma Balance Sheet after 12 months
- _____ 3. Current Financial Statements (not over 90 days old)
 - A. Balance Sheets
 - B. Profit and Loss Statements
- _____ 4. Personal Financial Statements on all principals having 20% or greater ownership in the business (if applicable)
- _____ 5. For all but non-profit applicants, resumes on all principals having 20% or greater ownership in the business
- _____ 6. Statement regarding any current or pending litigation against the company
- _____ 7. Commercial lender(s) Letter of Commitment (if applicable)
- _____ 8. A Business Plan that includes a Marketing Strategy (description of sales, customers, expansion of sales) as applicable
- _____ 9. List of indebtedness (including original date and amount, balance, rate, payment amount and terms. Identify security collateral, current or delinquent, for each loan or debt)
- _____ 10. Copy of organizational paperwork for the business and a Certificate of Good Standing from the Secretary of States (needed before closing)
- _____ 11. Names of affiliates and/or subsidiary firms, if applicable

NOTE: Other documentation may be required to support the application, such as a copy of contracts, letters of reference, leases, credit reports, etc. These will be required as deemed necessary by CommunityWorks

PART IV: QUALIFYING STATEMENT

I hereby certify that the information represented in this application is an accurate statement of the current position of the applicant and acknowledge that this has been made in conjunction with a request to borrow funds from the CommunityWorks Commercial Revolving Loan Fund.

In conjunction with this application, I authorize the CW to verify any information contained in the loan application. Therefore, CW is authorized to request any and all information on current and past accounts, both personal (on principals with a 20% ownership share or greater) and corporate, for use in connection with this loan application.

Borrowing Entity

Name and Title

Signature

Date

AUTHORIZATION AND PERMISSION

I understand that COMMUNITYWORKS (CW) wishes to use my name, likeness, image, voice, appearance and performance for use in internal or external productions, including but not limited to, web, print, video, audio or for other legal purposes (“Production Materials”). I agree that my participation is completely voluntary.

For adequate consideration hereby received, I irrevocably give CW my consent to use my name, likeness, image, voice, appearance, and performance for purposes of and surrender any ownership I may have in the Production Materials. It is my intention for CW to own the Production Materials and I understand they may become part of the CW's permanent collection. I grant CW, with my approval in each instance, the right to edit, mix, duplicate, use, and re-use the approved Production Materials in whole or in part and to grant CW’s third party vendors a limited license to use the Production Materials in a way sanctioned by CW.

I irrevocably release CW from any and all claims in connection with the use of the Production Materials.

I am at least 18 years of age, have read the foregoing, understand the above terms and conditions, and agree to all of them.

DATE: _____

Name and Title of Authorized Representative

Signature of Authorized Representative