

LOAN APPLICATION



YOUR LOAN STARTS HERE

BEFORE YOU BEGIN

This application overview will help you understand what information we will collect from you in order to process your application .

I. Authorization

This gives us permission to begin the underwriting and due diligence process including requesting relevant business and personal credit reports .

II. Company Profile

This section provides valuable information related to the ownership of your company, its Legal address and tax information necessary for the processing of your Loan .

III. Management

This section provides insights into the relevant experience and education management brings to the business .

IV. Personal Cash Flow

This section helps us determine the amount of personal income an applicant currently earns to cover personal debts and Living expenses .

V. Project Costs

This section details how much a business applicant needs and what the business plans to do with Loan proceeds .

VI. Business Debt

This section helps us determine a business' ability to repay both existing and the proposed debt .

VII. Additional Forms

This section provides details on additional forms we use in connection with an application .

VIII. Disclosures

Things you should know when applying for business debt .

Application Fees range from \$500 to \$2,500 depending on the type and size of the Loan request. Note that fees paid towards an SBA 504 Loan shall be a deposit against the fee and shall be refunded upon the funding of the SBA 504 Loan. Your loan officer can provide you with specific Application Fee information .

I. AUTHORIZATION

- By checking this box and submitting this form, in connection with this loan application and any update, extension or modification, the undersigned authorizes the Lender to make all inquiries it deems necessary to verify the accuracy of the information provided herein and to determine creditworthiness including, without limitation, obtaining consumer and/or business credit reports regarding the applicant or any entity with whom they may be affiliated.

- I certify that I am not delinquent more than 60 days under the terms of any (a) administrative order, (b) court order, or (c) repayment agreement requiring payment of child support.

- I certify that I have never caused the government a loss as a result of a prior borrowing relationship (whether a direct business or personal loan), a loan in which I was a guarantor, or a loan to a business in which I had an ownership interest. Loans include but are not limited to student loans, government guaranteed residential mortgages and business loans, both direct or government guaranteed.

- The undersigned hereby certifies that the enclosed application information, including all attachments, is true, accurate, and complete as of the date of this application. The undersigned understands that false statements may result in the denial of the loan request.

_____ APPLICANT/GUARANTOR (PLEASE PRINT)	_____ APPLICANT/GUARANTOR SIGNATURE	_____ DATE
_____ APPLICANT/GUARANTOR (PLEASE PRINT)	_____ APPLICANT/GUARANTOR SIGNATURE	_____ DATE
_____ APPLICANT/GUARANTOR (PLEASE PRINT)	_____ APPLICANT/GUARANTOR SIGNATURE	_____ DATE
_____ APPLICANT/GUARANTOR (PLEASE PRINT)	_____ APPLICANT/GUARANTOR SIGNATURE	_____ DATE
_____ APPLICANT/GUARANTOR (PLEASE PRINT)	_____ APPLICANT/GUARANTOR SIGNATURE	_____ DATE

II. COMPANY PROFILE

COMPANY INFORMATION:

Legal Company Name:			
Email:		Address Line 1:	
Website:		Address Line 2:	
Phone:	Tax ID #:	City:	State:
Business: <input type="checkbox"/> Existing <input type="checkbox"/> New	*DUNS #:	County:	Zip:
Entity: <input type="checkbox"/> Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> LLC or LLP			
# of Employees existing:		# of Employees after loan:	

*If you do not have a DUNS #, get one here: <http://www.dnb.com/get-a-duns-number.html>

OWNERSHIP:

Company Ownership						
<i>Please list all owners. Attach additional sheet if necessary.</i>						
Name	Title	% of Ownership	Social Security #	Minority	Woman	Veteran
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*If you are a veteran, please include a copy of your DD-214 Certificate of Discharge with your application.

Affiliate Companies		
<i>Does the Company or any of the individuals listed in the ownership section above have any ownership interest in or control of any other company?</i>		
<i>If yes, please list below. Attach additional sheet if necessary.</i>		
Company Name	Owner	% of Ownership

Is the company, affiliated companies, officers of the companies, or guarantors involved in pending lawsuits?

Yes No

If yes, please explain below:

III. MANAGEMENT

****PLEASE COMPLETE A SEPARATE MANAGEMENT PROFILE FOR ALL OWNERS**
****OF 20% OR GREATER AND FOR ANY KEY EMPLOYEES******

MANAGEMENT PROFILE:

Legal Name:		Residential Address:	
DOB:	SSN:	Address Line 2:	
Home Phone:	Cell Phone:	City:	State:
Email Address:		County:	Zip:
US Citizen:*	Resident Alien #:	Picture ID Type:	Picture ID #:
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Passport <input type="checkbox"/> Driver's License	

*If no, include Resident Alien # and contact your loan officer for further instructions.

Have you ever been convicted of any criminal offense other than a motor vehicle traffic violation?

Yes* No

*A misdemeanor/felony does not disqualify an applicant. Per SBA guidelines, it's important we know all pertinent details.

If yes, please explain below:

EXPERIENCE:

Fill out information below **OR** attach a resume that includes the items below

Education			
School Names	Dates Attended	Degree Attained or Certificates	
Work Experience			
Company Name	Position Title	Dates Position Held	Duties
Military Service			
Other Accomplishments and Abilities			

If your business is a start-up, what related experience do you have?

IV. PERSONAL CASH FLOW

Individual Name:	Spousal Name:
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Cash Income and Expenditure Statement			
Monthly Income	Amount (\$)	Monthly Expenditures	Amount (\$)
Individual Salary		Taxes (Income and Other)	
Addl. Household Income		Rental Payments	
Bonus & Commissions		Mortgage Payments	
Rental Income		Residential	
Interest Income		Investment	
Dividend Income		Property Taxes	
Capital Gains		Residential	
Partnership Income		Investment	
Other Investment Income		Loan Payments	
Other Income (list below)		Credit Card Payments	
		Insurance	
		Alimony/Child Support	
		Tuition	
		Other Living Expenses	
		Medical Expenses	
		Auto Loan/Lease	
		Other Expenses (list below)	
TOTAL INCOME		TOTAL EXPENDITURES	
TOTAL INCOME less TOTAL EXPENDITURES			

Do monthly mortgage payments include real estate taxes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you had any past credit problems that we should be aware of?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain: *This will <u>not</u> disqualify an applicant, but it is a factor in our analysis.	
Have you co-signed on any loan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what is the amount: \$	For whom/What bank:
Are your credit cards paid off in full on a monthly basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2015 Annual Salaries and Wages	Individual Salary:
	Addl. Household Income:
Have you ever declared bankruptcy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
*This will <u>not</u> disqualify an applicant, but it is a factor in our analysis.	

V. PROJECT COSTS

USE OF FUNDS:

Land/Building Purchase:	\$
New Construction:	\$
Purchase of Equipment, Machinery, Furniture, Fixtures:	\$
Leasehold Improvements or Building Renovations:	\$
Working Capital:	\$
Inventory:	\$
Acquisition of Existing Business:	\$
Pay Off/Refinance Existing Business Debt:	\$
Soft Costs (SBA Guaranty & Closing Fees):	\$
Other:	\$
*Attach an additional sheet if needed	
Total Project Costs:	\$

SOURCE OF FUNDS:

Equity Contribution (your contribution toward project)*	\$
Loan Requested	\$
Other:	\$
Total Project Costs:	\$

*Please detail the sources of the Equity Contribution and provide three months bank statements as evidence of funds:

LOAN DESCRIPTION:

How will a loan allow your business to grow? Please provide a detailed synopsis (attach additional sheet if needed):

VI. BUSINESS DEBT

Include the following information for ALL installment debts, notes, contracts, and mortgages.

Current balance should match the current balance sheet. Include all capital leases shown on the balance sheet (if any).

Do NOT include accounts receivable, accounts payable, or personal debt.

Name of Creditor	Original Amount	Original Date	Current Balance	Interest Rate	Maturity Date	Monthly Payment	Collateral (A)	Status (B)
Total Current Balance:				Total Monthly Payment:				

(A) Use the following abbreviations for collateral: "A/R" for accounts receivable; "Inv." For inventory; "Equip" for furniture, machinery, or equipment; "R/E" for real estate; "Other" for all other collateral.

(B) Status: use "C" for current payments or "D" for delinquent payments.

NOTES:

Signature: _____

VII. ADDITIONAL FORMS

For our credit underwriting purposes we utilize several standard forms from the US Small Business Administration. These forms are available from our loan officers and can also be downloaded from the NYBDC website at: <http://www.nybdc.com/how-can-we-help/forms.cfm>

Personal Financial Statement Form (SBA 413)

This form needs to be completed and signed by the applicant and spouse (if applicable). Anyone who owns 20% or more of the business or operating company should complete the form.

Statement of Personal History Form (SBA 912)

All owners of the business and/or operating company need to complete this form. If you are not a U.S. citizen, please attach a PDF copy of both the front and back of your registration card.

Request for Transcript of Tax Return (IRS 4506-T)

Your loan officer will complete the upper portion of this form for each company you own. The form must be signed by the president of the company.

Borrower Information Form (SBA 1919)

The purpose of this form is to collect identifying information about an applicant, loan request, indebtedness, information about principals, information about current, or previous government financing, and other disclosures.

VIII. DISCLOSURES

Equal Credit Opportunity Act Notice

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract) because all or part of the applicant's income is derived from any public assistance program, or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law is the Federal Trade Commission, Equal Credit Opportunity, Washington, DC 20580.

Requests for Statement of Specific Reasons for Declination

In the event that the Loan Application is denied or other adverse action is taken on the application, the applicant has the right to a statement of specific reasons for denial or adverse action within thirty (30) days, if the statement is requested within sixty (60) days of the denial/notification. Requests for a statement of specific reasons should be addressed to Executive Vice President and Senior Loan Officer Andrew M. Linehan, New York Business Development Corporation, 50 Beaver Street, Albany, NY 12207.

Fair Credit Reporting Act Disclosures

Information Reported to Consumer Reporting Agencies

Under the Fair Credit Reporting Act, the applicant has the right to notify us if the applicant believes we have reported inaccurate information to any Consumer Reporting Agency. Such notices should be sent in writing and include the applicant's complete name, current address, social security number, telephone number, account number, type of account, specific item of dispute and the reason why it is believed the information was reported in error. Send notice to Executive Vice President and Senior Loan Officer Andrew M. Linehan, New York Business Development Corporation, 50 Beaver Street, Albany, NY 12207.

USA Patriot Act of 2001

To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify, and record information that identifies each person who receives a loan. We will ask for your name, address, date of birth, and other information that will allow us to identify you. We will also ask to see your driver's license or other identifying documentation.

USDA Non-Discrimination Statement

This institution is an equal opportunity provider and employer.

Money Service Business

The applicant shall disclose whether or not on a regular basis or as an organized business who serves as a check casher, currency dealer or exchanger, issuer of traveler's checks, money orders or stored value cards, seller or redeemer of traveler's checks, money orders, or stored value cards, money transmitter and the U.S. Postal Service provided that the person or entity conducts more than \$1,000 in business with one person in one or more transactions (in one or more categories) on any one day. Notwithstanding the foregoing, there is no activity threshold or minimum dollar amount applicable to a money transmitter. In the event that the applicant is a Money Service Business, the applicant will provide proof that it has registered as such and the nature of the applicant's compliance with the requirements of the rules and regulations promulgated by the Department of the Treasury's Office of Foreign Asset Control.

ABOUT **us**



New York Business Development Corporation is a consortium of lending institutions committed to supporting economic development and the growth of job opportunity in New York State. We provide innovative loans to small businesses with our lending partners. NYBDC provides SBA Advantage and conventional loans. Please visit www.NYBDC.com for more information.



The 504 Company (Empire State Certified Development Corporation) is authorized to offer the SBA Grow Loan program in New York State, New Jersey, and Pennsylvania. The SBA Grow Loan program provides financing up to 90% project costs for acquisition and/or improvement of owner occupied commercial real estate, machinery, and equipment. The 504 Company also administers the SBA Community Advantage program nationally, which is designed to provide small businesses with more flexible access to capital. Please visit www.The504Company.com for more information.



Excelsior Growth Fund promotes economic development and job creation in New York State by providing streamlined access to small business loans and business advisory services. EGF is a not-for-profit 501(c)(3) and certified by the U.S. Department of Treasury as a Community Development Financial Institution (CDFI). Please visit ExcelsiorGrowthFund.org for more information.

NEW YORK

ALBANY

50 Beaver Street
Albany, NY 12207
(518) 463-2268

BUFFALO

300 International Dr, Ste 126
Williamsville, NY 14221
(716) 626-3423

BINGHAMTON

2 Court Street, 4th Floor
Binghamton, NY 13901
(607) 349-4496

LONG ISLAND

534 Broadhollow Road, Ste 430
Melville, NY 11747
(516) 845-2700

NEW YORK CITY

5 Hanover Square, Ste 1003
New York, NY 10004
(212) 785-5642

ROCHESTER

70 Linden Oaks, 3rd Floor
Rochester, NY 14625
(585) 662-4150

SYRACUSE

235 Harrison Street
Syracuse, NY 13202
(315) 453-8195

WHITE PLAINS

445 Hamilton Ave, Ste 1102
White Plains, NY 10601
(914) 358-6404

PENNSYLVANIA

PITTSBURGH

2009 Mackenzie Way
Cranberry, PA 16066

PHILADELPHIA

1515 Market Street, Suite 1200
Philadelphia, PA 19102

NEW JERSEY

FORT LEE

2050 Center Avenue
Fort Lee, NJ 07024



LOAN APPLICATION CHECKLIST

The Loan Application Checklist is a tool to guide you through the information we will need to properly review and process your loan request. It is important to provide us with as much of the requested information as possible. Please include with your application any brochures or other descriptive material that may explain your business. We understand that if you are a new business much of this information is not available. In any event, your loan officer is available to answer any questions you may have about the application, required items and our loan approval process.

- Name of borrower
- Name of related companies
- List of owners for each company with 20% or more ownership
- Organizational Documents for the business (certificate of incorporation and by-laws or articles of organization and operating agreement or doing business certificate)
- Detail of loan request
- Purchase contract and contract deposit check – construction estimates – other cost estimates
- Sources of funds
- Last three years of federal tax returns for the borrower and related companies (including accountant prepared statements, if available)
- Borrower balance sheet and income and expense statement dated within 90 days of your loan request
- Current accounts receivable and accounts payable aging (dated within 90 days)
- Income and expense projections for the next two years (monthly figures for the first year, if a new business)
- Personal financial statement for all owners. Include copies of current bank account statements that show the source of cash equity
- Copy of Picture ID for all owners (driver's license, passport, government photo ID)
- Last three years of personal federal tax returns for all owners
- Management resumes
- Brief description of business (can be obtained verbally by the The 504 Company loan officer)
- DUNS Number (Obtain at <https://fedgov.dnb.com/webform>)

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Money Service Business – Borrower shall disclose to us whether or not on a regular basis or as an organized business who serves as a check casher, currency dealer or exchanger, issuer of traveler's checks, money orders or stored value cards, seller or redeemer of traveler's checks, money orders, or stored value cards, money transmitter and the U.S. Postal Service provided that the person or entity conducts more than \$1,000 in business with one person in one or more transactions (in one or more categories) on any one day. Notwithstanding the foregoing, there is no activity threshold or minimum dollar amount applicable to a money transmitter. In the event that the Borrower is Money Service Business, the Borrower will provide proof that it has registered as such and nature of the Borrower's compliance with the requirements of the rules and regulations promulgated by the Department of the Treasury's Office of Foreign Asset Control.