HCDC

(Horizon Certified Development Co., Inc.)

APPLICATION FOR FINANCIAL ASSISTANCE
SBA 504 PROGRAM

COMPANY INFORMATION

Operating Company _____

DBA (if applicable) _____

Current Address _____

City, State, Zip _____

Contact Name _____

Telephone _____ Fax _____

Email address _____ Website _____

Date established _____ NAICS # _____

Current Employment _____ Expected Employment 2 years after project _____

List all officers, directors, partners, and owners of the Operating Company:

Name	Title	% ownership

Accountant Name _____ Phone _____

Banker Name _____ Phone _____

Attorney Name _____ Phone _____

Insurance Agent Name _____ Phone _____

Has the Company, or any of its principals, declared bankruptcy? **Yes** or **No**
Does the business, or any of its principals, have existing tax liens? **Yes** or **No**
Is the business involved in any pending lawsuits? **Yes** or **No**
Is the business a franchise? **Yes** or **No**
Does the business, or any principals, have ownership in any other businesses? **Yes** or **No**
Are any member/owners NOT U.S. citizens **Yes** or **No**

If any of the above answers were "Yes", please attach explanations.

PROJECT INFORMATION

Describe Project _____

_____

IF REAL ESTATE:

Project Address _____

City, State, Zip _____

County _____ Total S.F. _____

IF EQUIPMENT:

Describe Equipment _____

_____

What is the useful life? _____ years

ESTIMATED PROJECT COSTS

Land Costs	$ _____
Land and Building Acquisition	$ _____
New Building Construction	$ _____
Building Renovation	$ _____
Purchase of Machinery/Equipment	$ _____
Installation of Machinery/Equipment	$ _____
Professional Fees	$ _____
Other	$ _____
TOTAL PROJECT COSTS	$ _____
LESS equity contribution (at least 10%)	$ _____
TOTAL FUNDING NEEDED	$ _____

Participating Lender _____

Lender Contact _____ Phone _____

Lender's Address _____ Fax _____

City, State, Zip _____

Has the Participating Lender committed to this project financing? **Yes** or **No**

IF YES: Amount $ _____ Rate _____ Term _____

Will there will be a separate Real Estate Holding Company? _____

(this is known as an Eligible Passive Concern **(EPC)** if it is different from the Operating Company)

IF THERE WILL BE A SEPARATE REAL ESTATE HOLDING COMPANY:

List all officers, directors, partners and owners of the EPC:

Name	Title	% ownership
Name	Title	% ownership
Name	Title	% ownership
Name	Title	% ownership
Name	Title	% ownership
Name	Title	% ownership

Tax ID # for Applicant Company: _____

Tax ID # for EPC: _____

Application Certification and Authorization

Applicant certifies that this credit transaction is an "arm's length" transaction as defined by the U.S. Small Business Administration as follows:

> *An arm's length transaction is between parties with adverse economic interest. Each party must be in a position to distinguish his or her economic interest from that of the other party, and where they conflict, choose that interest that is to his/her individual benefit.*

Applicant is aware that Lender is relying on the information provided by Applicant including, but not limited to: tax statements, financial reports, business records, environmental information, information described in exhibits or attachments to the Application and any other information provided to HCDC for the evaluation and processing of Applicant's credit transaction to determine eligibility for this loan. If Applicant is found to have provided false information or failed to provide known information in this transaction, such action will be considered an adverse change to the loan and will result in the cancellation of the loan commitment, as well as other, additional action, where appropriate.

Applicant hereby authorizes the release to HCDC of all credit history* and information required by HCDC for the purpose of processing and evaluating Applicant's credit transaction. Applicant also permits HCDC to release his or her credit information and otherwise exchange information regarding Applicant's credit transaction to various business professionals involved in Applicant's portion of the transaction including, but not limited to, commercial real estate brokers, real estate agents, accountants and attorneys as well as to any other entity HCDC deems necessary for any reason related to Applicant's credit transaction. Applicant acknowledges that all loan approvals will be in writing and subject to terms and conditions set forth in a commitment letter signed by an officer of HCDC.

Applicant acknowledges that HCDC may request additional information in accordance with the request of SBA and/or other lenders. Failure to furnish the requested information on a timely basis will delay the specific assistance provided.

Applicant authorizes HCDC to use their name, company name and information regarding the project in press releases and marketing or other promotional materials.

Applicant certifies under penalty of perjury under applicable state and federal laws that the foregoing, the Application, and any information or documentation Applicant provided HCDC is true and correct to the best of the Applicant's knowledge and that the signature(s) placed below are the signature(s) that Applicant commonly uses in all of the Applicant's business transactions.

A $250.00 Non-Refundable Application Fee is required on loan requests. This fee must be paid to HCDC before your request can be presented for loan review. Please return the application, all attachments and the $250.00 Application Fee to HCDC as soon as possible.

_____
Applicant Company Name (print above)

BY: _____ Date _____
Signature

TITLE: _____

_____
EPC Name (if applicable print above)

BY: _____ Date _____
Signature

TITLE: _____

**You may obtain your own copy of your credit report prior to applying for a loan for a small fee from any of the credit reporting agencies. For more information, call Equifax at (800) 685-1111, Trans Union at (800) 916-8800 or Experian (formally TRW) at (888) 397-3742. In the event that your application is denied as a result of an agency's report, if you contact the agency that issued the credit report at the appropriate number listed above within 60 days of the issuance of the report, the fee for credit report may be waived pursuant to the applicable laws and regulations.*

HCDC

Checklist of Items Needed With Application

Please provide all items listed below (if applicable):

- ☐ **"History of Business",** please complete the form enclosed
- ☐ **"Personal History Statement",** please complete the form enclosed for any officer, director, partner or owner of the Applicant Company or the EPC
- ☐ **"Personal Financial Statement",** please complete the form enclosed for any officer, director, partner or owner of the Applicant Company or the EPC (spouse's signature required)
- ☐ **Personal Tax Returns,** including all schedules for prior three years, for any officer, director, partner or owner of the Applicant Company or the EPC
- ☐ **"Management Resume",** please complete the form enclosed for any officer or key managers of the Applicant Company
- ☐ **Business Tax Returns,** including all schedules for prior three years
- ☐ **Business Financial Statements,** for fiscal year ending last three years
- ☐ **Interim Financial Statement,** to include balance sheet and income statement dated within 90 days of application
- ☐ **Accounts Receivable and Accounts Payable Aging,** provided in a 30/60/90 day format and dated within 90 days of application (same date as Interim Financial Statement)
- ☐ **"Projected Annualized Income Statement",** complete the form enclosed to detail projections for the first 2 years after the project is complete
- ☐ **"Existing Business Debts",** please complete the form enclosed detailing current debt held by the Applicant Company
- ☐ **Purchase Agreement,** for purchase of land and/or existing building, signed by all parties
- ☐ **Contractor cost estimates,** for construction and/or renovation
- ☐ **Equipment Bids,** with Invoices or Purchases Orders for equipment
- ☐ **Commitment Letter,** from Participating Lender, if available
- ☐ **Articles of Incorporation and Code of Regulations/By-laws,** for any corporation
- ☐ **Articles of Organization and Operating Agreement,** for any limited liability company
- ☐ **Partnership Agreement,** for any general partnership
- ☐ **For any affiliate companies, please provide:**
  - ☐ Description of Affiliate(s)
  - ☐ Percent Ownership in Affiliate(s)
  - ☐ Affiliate Business Tax Returns and/or financial statements for prior three years
  - ☐ Affiliate Interim Financial Statement, to include balance sheet and income statement dated within 90 of application
- ☐ **If you are an existing SBA borrower, please provide the following:**
  - ☐ Copy of SBA Authorization and Loan Agreement for any existing SBA loan(s)
- ☐ **$250 Application Fee.** Please make check payable to: HCDC, Inc.