

APPLICATION FOR BUSINESS LOAN

Atlanta Development Authority

SECTION 1

Applicant _____

Home Address _____ City _____ State _____ Zip _____ Home Phone _____

Home Email Address _____

Name of Business _____ Tax ID Number _____

Business Address _____ City _____ State _____ Zip _____ Business Phone _____

Type of Business _____ Date Established _____ Business Email / Web Address _____

Number of Employees _____ Number of Employees at the time of Application _____
 (include Subsidiaries and Affiliates)

List Subsidiaries/Affiliates _____

Bank of Business _____ Account Number _____

Bank Address _____ City _____ State _____ Zip _____ Bank Phone _____

SECTION 2

USE OF PROCEEDS	LOAN REQUEST (Enter Gross Dollar Amount Rounded to Nearest Hundreds)
Land/Building Acquisition	
New Construction/Renovation	
Acquisition of Machinery/Equipment	
Fixtures/Signage	
Inventory Purchase	
Working Capital (Including Accounts Payable)	
Acquisition of Existing Business	
All others	
Total Loan Requested	
Terms of Loan Requested	

ADA USE ONLY

P.F. _____

BILF _____

SBLC _____

ALDC _____

OTHER: Indicate Below

SECTION 3

PREVIOUS ADA OR OTHER GOVERNMENT FINANCING: If you, any principals or affiliates have ever requested Government Financing, complete the following:

Name of Agency	Original Amt of Loan	Date of Request	Approved or Declined	Balance	Current or Past Due

SECTION 4

Furnish the following information on all installment debt, contracts, notes and mortgages payable. Indicate by an asterisk (*) items to be paid by loan proceeds and reason for paying same (presented balance should agree with latest balance sheet submitted).

To Whom Payable	Original Amount	Original Date	Present Balance	Rate of Interest	Maturity Date	Monthly Payment	Security	Current or Past Due
	\$		\$			\$		
	\$		\$			\$		
	\$		\$			\$		
	\$		\$			\$		
	\$		\$			\$		

MANAGEMENT (Proprietor, partners, officers, directors and all holders of outstanding stock – 100% OWNERSHIP MUST BE SHOWN). Use separate sheets if necessary. **(Application MUST be signed by all parties owning 20% or more of the company)**

Name _____ Phone # _____ Social Security # _____ - ____ - ____
 Address _____ City _____ State _____ Zip Code _____
 Email Address _____
 Ownership % _____ Race _____ Sex _____ Date of Birth _____

Name _____ Phone # _____ Social Security # _____ - ____ - ____
 Address _____ City _____ State _____ Zip Code _____
 Email Address _____
 Ownership % _____ Race _____ Sex _____ Date of Birth _____

Name _____ Phone # _____ Social Security # _____ - ____ - ____
 Address _____ City _____ State _____ Zip Code _____
 Email Address _____
 Ownership % _____ Race _____ Sex _____ Date of Birth _____

NOTE: This data is collected for statistical purposes only. It has no bearing on the credit decision to approve or decline this application.

ASSISTANCE: List the names(s) and occupation (s) of anyone who assisted in preparation of this form, other than applicant.

Name & Occupation	Mailing Address (complete)	Total Fee Paid	Fees Due
		\$	\$
		\$	\$

Signature of Preparer(s) if other than APPLICANT _____

 If APPLICANT is a Proprietor or General Partner(s), sign here

 If APPLICANT is a CORPORATION, sign here

 DATE

 CORPORATION NAME (AFFIX CORPORATE SEAL)

 DATE

BY: _____
 Signature of President

ATTESTED BY: _____
 Signature of Corporate Secretary

I AUTHORIZE Atlanta Development Authority (ADA) to obtain a credit report on me through the credit reporting agency of its choice. If any adverse credit decision is made due totally or partly to the information on the credit report, ADA will identify the source of the credit report, so that I may contact them if I wish.

Name (Printed): _____

Name (Printed): _____

Signature: _____

Signature: _____

Date: _____

Date: _____

SECTION 5

This checklist has been provided to assist you in gathering the necessary information for the *initial evaluation* of your loan request. COMPLETE information will be necessary to process your application. Forms are provided for items 1-10.

- 1. Loan Request Application Form
- 2. Management Resume: Provide complete resume(s) of all individuals including key managers (copy form as needed)
- 3. Personal Financial Statement - Complete this form for: (1) each proprietor, (2) each limited partner who owns 20% or more interest and each general partner, (3) each stockholder owning 20% or more voting stocks and each corporate officer and director or (4) other person(s) or entity (ties) providing a guaranty on the loan.
- 4. Two years Financial Projections (Start-ups)
- 5. 12 Months Cash Flow Projections (Start-ups and working capital loan requests)
- 6. Narrative assumption to Financial Projections and Cash Flow Analysis.
- 7. Complete the Sources and Uses Form (Include all NEW funds for the project)
- 8. Business Plan (Start-up Business): Include a description of management, feasibility analysis, assumptions, site evaluation and
- 9. Interim Profit & Loss and Balance Sheet: Within 45 days old for business bring 1) acquired, 2) existing/expanded and 3) affiliates (20% or more ownership interest by any of the owners/shareholders of proposed borrower)
- 10. Business Financial Statements and Tax Returns: Income statements, balance sheets and tax returns for three (3) prior years-end time periods for existing business and any affiliates.
- 11. Personal Tax Returns: Completed federal tax returns for the past three (3) years on each individual referenced to in #3 above (or signed extension).
- 12. Copy of Proposed Purchase Agreement (IF APPLICABLE)
- 13. Uniform Franchise Offering Circular (IF APPLICABLE)
- 14. Copy of Proposed Franchise Agreement or Letter of Approval From Franchisor (IF APPLICABLE)
- 15. Copy of Existing or Proposed Lease Agreement (s) (IF APPLICABLE)
- 16. Two (2) estimates of equipment to be purchased (IF APPLICABLE)
- 17. At least two (2) different contractor estimates on construction projects (IF APPLICABLE)
- 18. List of inventory items to be acquired and list how working capital will be used (IF APPLICABLE).
- 19. Copy of Articles of Incorporation or Partnership Agreement for Corporation or Partnership.
- 20. If not a U.S. Citizen, please attach proof of resident alien status (PHOTOCOPY both sides of "Green Card").
- 21. Bank Decline or Commitment Letter(s).
- 22. Does the company or any owner have existing tax liens? Yes No (if yes please provide a written statement).
- 23. Other _____

All applicants are required to pay a non-refundable loan processing fee when submitting an application to the Atlanta Development Authority (ADA). (See attached Schedule of Fees)

SECTION 6

ALL INFORMATION SHOULD BE SUBMITTED TO:

Atlanta Development Authority
86 Pryor Street, Suite 300
Atlanta, GA 30303-3131
Telephone: 404/880-4100 Fax: 404/880-9333