

I. GENERAL INFORMATION

Name of Business: _____

Type of Business: _____

Federal Tax I.D.: _____ DUNS#: _____

Address: _____

Telephone: _____ Fax: _____

Date Business Established: _____ Contact: _____

II. OWNERSHIP & MANAGEMENT STRUCTURE

Business Organizational Structure:

Sole Proprietorship _____ Corporation _____ Partnership _____

LLC _____ Limited Partnership _____

List all proprietors, partners, and/or stockholders with at least 20% ownership in the business:

Name and Title: _____

Address: _____

Percent Ownership _____ Phone Number _____

Name and Title: _____

Address: _____

Percent Ownership _____ Phone Number _____

Name and Title: _____

Address: _____

Percent Ownership _____ Phone Number _____

III. PROJECT BUDGET & FINANCIAL INFORMATION

Scope of Project:	Estimated Project Cost
() Real Property Acquisition	\$ _____
() Building Renovation	\$ _____
() Infrastructure Improvements	\$ _____
() Leasehold Improvements	\$ _____
() Purchase of Machinery/Equipment	\$ _____
() Working Capital	\$ _____
() Inventory	\$ _____
() Other - Please Specify _____	\$ _____
TOTAL PROJECT COST	\$ _____

IV. SOURCE(S) OF PROJECT FUNDS

Owner Equity:	\$ _____	% of Total Project _____
Bank Loan:	\$ _____	% of Total Project _____
City of Scranton	\$ _____	% of Total Project _____
Other _____	\$ _____	% of Total Project _____
TOTAL PROJECT:	\$ _____	

V. DOCUMENTATION REQUIREMENTS:

In order to move forward with your loan application, we will need the following information:

- 1) **Brief History and Description of the business, including market and projected business future.**
- 2) **Detailed Description of Project and anticipated benefit from loan; including jobs to be created.**
 - a. **Current list of employees. (Name and position held.)**
- 3) **A Defined Use of the loan proceeds (purchase of equipment, real estate, inventory...)
(If equipment will be purchased, a complete listing of such will be required.)**
- 4) **Management Resume(s) of all owners and key staff.**
 - a. **Personal Financial Statements and Three (3) Years Personal Income Tax Returns from each owner of 20% or more of the Company.**
- 5) **Historical Business Financial Statements (or Tax Returns) for the past three years.**
- 6) **Most Recent Quarterly Financial Statement (less than ninety (90) days old).**
- 7) **Project Budget and Sources of project funds.**
- 8) **Names of Affiliates and/or Subsidiary Firms.**
- 9) **Copy of Lease Agreement (if applicable)**
- 10) **Certificate of Good Standing, By-Laws, Partnership Agreement**

First Source Agreement

As a condition of loan funding, successful applicants must agree to enter into a First Source Agreement with the Pennsylvania (PA) Career Link for Lackawanna County's office for recruitment, referral and placement of individuals for proposed job creation as a result of loan funding. Additionally, quarterly monitoring by the Office of Economic and Community Development staff will occur, every quarter from the date of loan closing, until such time that the stated job creation projections/requirements have been achieved. Note that 51% of the new jobs created as a result of these loan proceeds must be held by low-to-moderate income persons.

Signature: _____

Date: _____

TESTAMENT

I/We, the undersigned, request and authorize acceptance of this Small Business Loan Application for review, consideration and verification purposes to the City of Scranton, Office of Economic and Community Development. I/We hereby certify that the information contained herein and the attachments hereto are accurate and complete. I/We attest that all Federal, State and Local taxes have been paid and have been filed, as required by Law. Furthermore, I/we understand that any and all proceeds from this loan will not be used to pay existing debt and/or satisfy terms of a bridge loan, as mandated by the U.S. Department of Housing and Urban Development.

The information contained herein is intended for the confidential use of The City of Scranton, Office of Economic and Community Development (OECD) in compiling documentation related to this loan request.

I/We recognize that we are seeking a loan from a governmental agency which administers federal funds and in consideration of Lender reviewing this application, I/We hereby expressly release, waive and discharge the City of Scranton, the Office of Economic and Community Development, its officers and employees from any and all claims arising out of or related to this loan application or any loan which may or may not be granted to me, as well as any subsequent dealings I/we may have with the City of Scranton and/or OECD with respect to any consultation and technical assistance which might be provided. I/We understand that, without this release, the City of Scranton or OECD will not consider my/our request.

A photographic or carbon copy of this authorization (being a photographic or carbon copy of the signature (s) of the undersigned), may be deemed to be the equivalent of the original and may be used as a duplicate original.

(Please print or type.)

Name of Business: _____

Address of Business: _____

Telephone: () _____

Date: _____

Name of Officer/Owner: _____

Address (for last two years): _____

Signature:
