

BTAC TENANT LOAN APPLICATION

The enclosed packet of information is the data a business will need to have on hand for a loan application from the *Business Technical Assistance Center (BTAC)*. The focus of the financing program is to support strong local companies who require capital for expansion and new businesses that show the potential for growth.

Eligibility Requirements

- § Applicant/business must be a tenant or associate tenant of the BTAC. **Associate tenant fee is \$100.00 per year for the life loan.**
- § All business plans must demonstrate that they are economically viable.

Preference will be given to businesses which provide or will provide job creation.

WHEN SUBMITTING AN APPLICATION PLEASE INCLUDE THE FOLLOWING:

- Completed Application
- Business Plan & three year cash flow projections
- Letter of commitment from other lenders
- Three years business income tax information
- Three years personal income tax information
- Copies of Articles of Incorporation, bylaws, partnership agreements.

All financial information must be signed and dated.

<u>Application Deadline:</u> Year round	<u>Personal Guarantees:</u> Required for all projects.
<u>Type of Business:</u> Product Assembly Information Technology - Service, Professional	<u>Use of Proceeds:</u> Fixed Assets including: - Equipment - Working Capital for: . Business expansion . Research and Development . Product Development
<u>Leverage:</u> Direct loans will be done.	
<u>Interest Rate:</u> Up to 4 Points below the Wall Street Journal Prime Rate (fixed over the loan term), but not less than 4%. <u>Collateral:</u> The BTAC Fund will take collateral position in assets financed or assets pledged.	<u>Maximum Amount:</u> \$10,000 per project, larger amount given based on need. No minimum project size.
<u>Borrower Requirements:</u> - Letter of credit - Provide proof of meeting all licensing and regulatory requirements. - Meet monthly with designated financial counselor/mentor - Provide computerized financial accounting program - Provide monthly financial statements - Provide complete annual tax returns § Lender reserves the right to call the loan if these requirements are not met.	<u>Term of Loan:</u> For machinery/equipment, working capital. Five year term maximum. <u>Equity:</u> Flexible. A minimum 5-10% equity will be targeted <u>Borrower Fees and Costs:</u> 1.0% loan origination fee; (application fee may be waived on a case by case basis. Credit fees as necessary. One time fee of \$250.00 for letter of credit on loan guarantees.

CREDIT REPORT FORM

Business Name: _____ DBA: _____
Digit NAICS _____ PH#: _____
Address: _____ Fax# _____ Cell#: _____

Business Type: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation - Incorporation date _____	
Business Description: Start up <input type="checkbox"/> Expansion <input type="checkbox"/> Retention <input type="checkbox"/> Do you have a current Price City Business License: <input type="checkbox"/> Yes <input type="checkbox"/> No Does your business require an Occupational & Professional License: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (If yes, please include a copy of both licensing)	
Loan Amount Requested \$	Terms:

Starting Date of Business: _____ Employer ID# _____
Do you have any affiliation with the Southeastern Utah Association of Local Governments?
Yes No . If "yes" explain _____

Principal's Last Name _____ First Name _____ Middle Initial _____

Co-Applicant Last Name _____ First Name _____ Middle Initial _____

Current Home Address: _____
Street Address/POB _____ City _____ Zip Code _____

Previous Home Addresses (within 5 years)

Street Address/POB _____ City _____ Zip Code _____

Street Address/POB _____ City _____ Zip Code _____

	PRINCIPAL	CO-APPLICANT
Date/Year of Birth		
Social Security No.		
Place of Employment		
Work Address		
Work Phone No.		
Home Phone No.		

I authorize BTAC to procure my credit report.

Principal's Signature _____ Date _____

Co-Applicant Signature _____ Date _____

PROJECT SUMMARY

Description of the overall project:

Which portions of the overall project will the BTAC Tenant Loan Funds be used for?

SCHEDULE OF OVERALL PROJECT - (Note items to be funded by the BTAC Tenant Loan Fund)

TIME FRAME	WORK TO BE PERFORMED	ITEMIZED COSTS

COLLATERAL

Equipment, inventory and receivables. Attach a detailed listing and information on all collateral items.

State why a loan or loan guarantee from BTAC is necessary:

Complete the following information for the proposed project budget. Identify the independent person or firm assisting with the budget. Attach budget, breakdown costs, bids and estimates.

	Amount	Interest Rate	Terms
Amount of BTAC Tenant Loan Funds or loan guarantee Requested:			

Use of BTAC Tenant Loan Funds (show amounts):

WORKING CAPITAL Inventory Current Expenses Other (specify) _____ _____ _____	_____ _____ _____ _____
MACHINERY/EQUIPMENT	
OTHER (specify)	

LIST OF OBLIGATIONS

Date: _____

CREDITOR	ORIG. DATE	ORIG. AMOUNT	PRESENT BALANCE	INTRST RATE	MNTHLY PAYMNT	MATRTY DATE	COLLATERAL	STATUS CUR/DEL	
Current:									
New:									
TOTAL BALANCE OUTSTANDING					\$				
TOTAL MONTHLY PAYMENT					\$				

APPLICANT=S AGREEMENT

The undersigned understands that this application has been prepared solely for determining eligibility for the BTAC Tenant Loan Program. Any false statements or misrepresentation made on this application are cause for rejection of this application and prohibition of the undersigned or their business from participating in this or any other programs offered by the Southeastern Utah Association of Local Governments. The applicant agrees that all information included in the application is valid, honest, and complete; and that stipulations in the guidelines will be met and followed.

It is understood that any discussions with or any information given to an BTAC employee regarding application for the loan fund program, prior to receipt of a formal commitment letter from the BTAC Tenant Loan Program committing a specific amount of funds to the project, is only for program information and may not be considered a binding commitment on the part of the BTAC Program or the Southeastern Utah Association of Local Governments to provide funds or technical assistance to the project.

The purpose of the BTAC Tenant Loan Fund is to support business activities for which credit is not otherwise available on terms and conditions which would permit completion and/or the successful operation or accomplishment of the project

Fees: The undersigned acknowledges the fees for the program which include:

- (1) a loan origination fee of 1.0%
- (2) a one-time fee of \$250.00 for line of credit
- (3) other closing cost fees where applicable - credit report, title insurance, UCC filing, State Tax Commission, Endorsements.
- (4) associate tenant fee of \$100.00 per year.

Upon receiving funding, the applicant agrees that the business will move forward with the project and that the funds will be used as indicated in the application.

Borrower Requirements

- Provide proof of meeting all licensing and regulatory requirements.
- Meet monthly with designated financial counselor/mentor- Provide computerized financial accounting program
- Provide monthly financial statements
- Provide complete annual tax returns

§Lender reserves the right to call the loan if these requirements are not met.

Signature

Title

Date

Signature

Title

Date