

Kearny Enterprise Zone Development Corporation

Business Loan Application

This form provides Kearny UEZ with the information it needs to consider and evaluate your loan request. A fully completed application, with the requisite attachments, will help eliminate unnecessary delays. If you have any questions, please contact John Peneda at the KUEZ office. *There is no application fee.*

I. General Information

Legal Business Name: _____

Trading As: _____

Business Address: _____

Contact Person: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____ Web Address: _____

II. Ownership & Management

Business Structure: Proprietorship___ Partnership___ Limited Partnership ___
 Corporation ___ Professional Corporation __ S Corporation ___
 Limited Liability Company ___ Other __

Is the Business owned by a: Minority ___ Woman ___ Not Applicable ___

Ownership of Applicant Company (List all owners/stockholders with 10% or more of total ownership):

Name	Percentage Owned
1.	
2.	
3.	
4.	

Key Management:

Name	Title	Years with Co.
1.		
2.		
3.		
4.		

III. Company History/Profile

Date Established: _____ Date of Location in Kearny: _____

Federal Tax I.D. Number: _____

Nature/Line of Business: _____ SIC Code if applicable: _____

Gross Business Receipts for most recent fiscal year \$ _____

Current Number of Employees and Jobs to be created *within* one year:

Type	Current Number Full-Time	Current Number Part-Time	Within 1 Year Full-Time	Within 1 Year Part-Time
Managerial				
Professional/Technical				
Skilled				
Semi-Skilled/Unskilled				

Please list the location(s) of all other branches, facilities, subsidiaries or affiliates associated with this business:

Is the Applicant's Kearny location:

_____ Principal place of existing business

_____ Principal place of new business

_____ Existing branch operation where financial assistance is requested

_____ New Branch operation where financial assistance is requested

IV. Professional Services/References

Business Bank: _____ Phone: _____

Branch Address: _____

Account Number 1: _____ Account Number 2 _____

Bank Officer: _____ Phone: _____

Business Accountant: _____

Accountant Address: _____

Telephone: _____ Fax: _____

Business Attorney: _____

Attorney's Address: _____

Telephone: _____ Fax: _____

V. Market

Four Largest Customers (Not Applicable for Retail Business):

<i>Company Name and Contact Person Address and Phone Number</i>	<i>Net Sales</i>
1.	
2.	
3.	
4.	

Four Largest Suppliers:

<i>Company Name and Contact Person Address and Phone Number</i>	<i>Net Sales</i>
1.	
2.	
3.	
4.	

Major Competitors:

<i>1. Name</i>	<i>2. Name</i>
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<i>Address</i>	<i>Address</i>
<i>3. Name</i>	<i>4. Name</i>
<i>Address</i>	<i>Address</i>

VI. Existing Business Loans Payable

Whom Payable/ Account Number	Original Amount	Loan Date Month/Year	Term	Interest Rate	Balance	Collateral	Payments Current Yes No
1.							
2.							
3.							
4.							

VII. Description of Proposed Financing

LOAN REQUEST (Please Itemize): KUEZ

Bank

Owners Equity

Real Estate Acquisition:

Land	\$ _____	\$ _____	\$ _____
Building	\$ _____	\$ _____	\$ _____
Building Renovations	\$ _____	\$ _____	\$ _____
Leasehold Improvements:	\$ _____	\$ _____	\$ _____
Machinery & Equipment:	\$ _____	\$ _____	\$ _____
Inventory:	\$ _____	\$ _____	\$ _____
Working Capital	\$ _____	\$ _____	\$ _____
Other:	\$ _____	\$ _____	\$ _____
Other:	\$ _____	\$ _____	\$ _____
Total Loan Request:	\$ _____	\$ _____	\$ _____

PROJECT SUMMARY (Please Itemize)

KUEZ

Bank

Loan Amount	\$ _____	\$ _____
Loan Term (Years)	\$ _____	\$ _____
Loan Interest Rate	\$ _____	\$ _____
Type of Collateral	\$ _____	\$ _____

Security Position	\$ _____	\$ _____
Type of Guarantee	\$ _____	\$ _____

VIII. Support Information & Statements Required

- Current (within 90 days) and previous three years' business statements and federal tax returns
- If the business is less than two years old, submit projected income statement for two years following the receipt of the loan and a projected monthly cash flow statement for year after the loan (Assistance for this item is available.)
- Personal financial statements completed and signed for all owners with 20% or more ownership. The form is enclosed with this loan package.
- Personal federal income tax returns for the past two years, from all owners with 20% of more ownership.
- Business Plan; include in the cover letter an explanation as to how the loan project will affect your business goals relative to production, sales, profits, jobs created, etc. and how it will benefit the community and impact the local tax base. A Business Plan Outline is included in this loan package.
- Information, including insurance of key personnel, which may be available to secure the loan.
- Statement concerning any pending or threatened litigation or administrative proceeding; any outstanding administration orders, judgments, or injunctions, involvement of the business, including any owner with 20% or more ownership, in any bankruptcy, garnishments, property foreclosures or settlements with creditors.
- Certification of business compliance with all laws affecting the conduct of business within the State.
- Copy of your last commitment letter from your bank indicating your working capital line of credit.
- For all equipment purchases and/or minor building renovations, provide contractors estimates, suppliers price quotations and purchase orders, where applicable.
- If you are planning to purchase real estate, please submit a complete copy of the Agreement of Sale. If you own property to be renovated, submit a copy of the deed.
- If you currently rent your current location, submit a copy of the lease.

Please submit this application with the additional information requested

I/We authorize the Kearny Enterprise Zone Development (KEZDC) and the Kearny Urban Enterprise Zone (KUEZ) Program to investigate my/our personal and business financial credit history as necessary to process a loan application. The undersigned authorize any person or consumer reporting agency to give you any information it may have on the undersigned. Each of the undersigned authorized you to answer questions about your credit experience with the undersigned. THE UNDERSIGNED, in applying for financial assistance from the KEZDC and KUEZ, recognizes that prior to receiving any financial assistance the undersigned will agree to comply with all federal, state, and local laws and regulations to the extent that such are applicable;

I/We declare that any statement in this application and in its required attachments, or information provided herein, is true and complete in substance and in fact.

The approval and disbursement of Zone Assistance Funds (which include the proceeds from this loan) is contingent upon _____ remaining a UEZ certified business and meeting and
(enter borrower business name above)
maintaining all outstanding tax obligations to the State of New Jersey.

Additionally, if proceeds from this loan are used for construction contracts where wages in excess of \$2,000 are being paid, contractors must be paid prevailing wages.

Name of Business:

Signature/Title

Date:

Signature/Title

The Federal Equal Opportunity Act prohibits from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided that the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives 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 administrates compliance with this law concerning this creditor is the Federal Trade Commission, Equal Credit Opportunity, Room 500, 633 Indiana Avenue, NW, Washington DC 20580.

BUSINESS PLAN OUTLINE

Elements of a Business Plan

Items in *Italics* must be included in the Business Plan that accompanies the Loan Application
 Include any additional elements and information that will assist in analyzing your application

<p>Cover Letter</p> <p><i>A. Dollar amount of loan requested</i></p> <p><i>B. Terms and timing.</i></p> <p><i>C. Type and price of securities</i></p> <p><i>D. Summary of financial needs and application of funds. Why do you need this loan and how will it be used. What is its affects on profits, sales, production.</i></p> <p><i>E. Explanation of effect of new funds. How will the loan benefit the community, impact the local tax base, and create jobs.</i></p> <p>I. Business Summary – Why you are in business and what your business does</p> <p>A. Business Description</p> <ol style="list-style-type: none"> 1. <i>Name</i> 2. <i>Location and plant description</i> 3. <i>Product</i> 4. <i>Market and competition</i> 5. <i>Management expertise</i> <p>B. Business Goals and Objectives</p> <p>C. Summary of Financial needs and application of funds, included in cover letter</p> <p>D. Earnings projections and potential return to investors</p> <p>E. “Exit” Strategy – You need to describe to a potential investor exactly how the investment will be repaid. Repayment may come from operations refinancing or selling stock to others.</p> <p>II. Products and Services – What products/services you provide and sell, and why</p> <p>A. Description of product/service line</p> <p>B. Proprietary position: patents, copyrights and legal and technical considerations</p> <p>C. Comparison to competitor’s products</p> <p>D. Opportunities or plans for expanding or redesigning product or service lines</p> <p>E. Project changes is sales mix – cost and profit</p> <p>III. Sales and Marketing Analysis and Strategy</p> <p>A. Who and how large is your market? Market Description</p> <p>B. Target Market</p> <p>C. Industry trends</p> <p>D. How does your products and services compare to your competition?</p> <p>E. Overall sales and marketing strategy</p> <p>F. What pricing policy and sales terms are you using</p> <p>G. How do you market and promote your products and services</p>	<p>IV. Operating Requirements</p> <p><i>A. Identify and describe equipment, facilities, and people necessary to generate your products/services</i></p> <p>B. Explain how your products and services are produced and made available to your customers</p> <p>C. What materials are used and what are the sources of supply</p> <p>V. Financial Management</p> <p>A. Income statement and balance sheet for the last two years</p> <p><i>B. Income statement and balance sheet for the next two years as well as your projected monthly cash flow statement for the next year; this is part of the support documentation/statements requested for the KUEZ loan application</i></p> <p>C. Does your company make a profit? Will your company make a profit?</p> <p>D. Key business ratios</p> <p>E. Other Useful Financial Information</p> <ol style="list-style-type: none"> 1. Financial History (last five years) 2. Five-year financial projections (first years by quarters; remaining years annually) 3. Explanation of assumptions underlying the projections 4. Potential return to investors compared to competitors and the industry in general <p>VI. Potential Risks and Pitfalls</p> <p>A.. Critical risks your business faces</p> <p>B. Problems that may hinder plan execution</p> <p>C. How to avoid or offset problems</p> <p>VII. Management Plan</p> <p>A. Form of business organization; part of loan application</p> <p>B. Board of directors composition</p> <p>C. Officers: organization chart and responsibilities</p> <p>D. Resumes and key personnel</p> <p>E. Experience and background of key personnel</p> <p>F. Staffing plan/number of employees</p> <p>G. Facilities plan/ planned capital improvements</p> <p>H. Operating plan/schedule of upcoming work for next one to two years</p> <p>VII. Concluding Narrative</p> <p>A. Summarize your business goals and objectives</p>
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H. Method of Selling, distributing and servicing products I. What potential market do you wish to reach?	B. Send message that you are committed to the success of your business
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PERSONAL FINANCIAL STATEMENT

Submitted to: Kearny Urban Enterprise Zone Program

- If you are applying for individual credit in your own name and are relying on your own income, or assets and not the income or assets of another person as the basis for repayment of the credit requested, complete only Sections 1,3, and 4.
- If you are applying for joint credit with another person, complete all Sections and provide information in Section 2 about the joint applicant. If appropriate, the joint applicant may complete a separate personal financial statement and the applications may be submitted together.
- If you are applying for individual credit but are relying on income from alimony, child support, or separate maintenance or on the income or assets of support, or maintenance payments or income or assets you are relying on. Alimony, child support, or separate maintenance income, need not be revealed if you do not wish to have it considered as a basis for repaying this obligation.
- If this statement relates to your guaranty of the indebtedness of other person(s), firm(s) or corporation(s), complete Sections 1,3, and 4.

SECTION 1 – Individual Information (type or print)		SECTION 2 – Other party Information (type or print)	
Name		Name	
Address		Address	
City, State & Zip		City, State & Zip	
Position or occupation		Position or occupation	
Business Name		Business Name	
Business Address		Business Address	
City, State & Zip		City, State & Zip	
Length of Employment		Length of Employment	
Res. Phone	Bus. Phone	Res. Phone	Bus. Phone

SECTION 3 – Statement of Financial Condition , 200_

Assets (Do not include assets of doubtful value)	In dollars (omit cents)	Liabilities	In dollars (Omit cents)
Cash on hand		Notes Payable to banks – see Schedule E	
Cash in banks		Notes Payable to others- see Schedule E	
U.S. Gov't & marketable securities- see Schedule A		Due to Brokers	
Non-Marketable securities – see Schedule B		Accounts payable to others- secured	
Securities held by broker in margin account		Accounts payable to others – unsecured	
Restricted, control or margin account stocks		Account and bills due	
Real estate owned- see Schedule C		Unpaid income taxes	
Accounts, loans and notes receivable		Other unpaid taxes and interest	
Automobiles		Real estate mortgages payable – see scheduled C & E	
Other personal property		Other debts (car payments, credit cards, etc.) itemize	
Cash surrender value- life insurance- see Schedule D			
Other assets- itemize-see Schedule F, If applicable			
		Total Liabilities	
		Net Worth	
Total Assets		Total Liabilities and Net Worth	

Section 4- Annual Income For Year Ended _____, 200__	Annual Expenditures	Contingent Liabilities	Estimated Amounts
Salary, Bonuses & Commissions \$ _____	Mortgage, rental payments \$ _____	Do you have any Yes No	
Dividends & Interest \$ _____	Real Estate taxes & Assessments _____	Contingent Liabilities – as endorser, Co-maker or guarantor? ___ ___	_____
Real Estate Income \$ _____	Taxes – federal, state and local _____	On leases? Yes-No	
Other Income \$ _____ (alimony, child support or separate maintenance income need not be revealed if you do not wish to have it considered as a basis for repaying this obligation)	Insurance payments _____	On Contracts Yes-No	
	Other contract payments _____ (car payments, charge cards, etc.)	Involvement in pending legal actions ___ ___	_____
	Alimony, child support _____ Maintenance	Other special debt or circumstances ___ ___	
	Other Expenditures _____	Contested income tax returns? ___ ___	_____
		If yes to any question(s) describe _____ _____ _____	
TOTAL INCOME _____	TOTAL EXPENDITURES _____	TOTAL CONTINGENT LIABILITIES \$ _____	\$ _____

SCHEDULE A – Residences and Other Real Estate (Partially or Wholly Owned)

Address and Type of Property	Title In Name of	% of Ownership	Date Acquired	Cost	Market Value	Monthly Payment	Mortgage Amount	Mortgage Maturity
Residence(s)								
Residence(s)								
Other								
Other								

SCHEDULE B – Life Insurance Carried, Including Group Insurance

Name of Insurance Company	Owner of Policy	Beneficiary and Relationship	Face Amount	Policy Loans	Cash Surrender Value

SCHEDULE C – Bank and Other Institutional Relationships

Name and Address of	Original Amount	Date	Maturity	Secured or Unsecured	Amount

Creditor	Loan/Line	of Loan	Date	(List Collateral)	Owed

SCHEDULE D- Business Ventures

List Name and Address of Any Business Venture, In Which You Are a Principal or Partner	Total Assets Listed In Section 3	Your % of Ownership	Your Position/Title	Total Assets of Business	Line of Business	Years in Business

The information contained in this statement is provided to induce you to extend or continue the extension of credit to the undersigned or to others upon the guaranty of the undersigned. The undersign acknowledge and understand that you are relying on the information provided herein in deciding to grant or continue credit or to accept a guaranty thereof. Each of the undersigned represents, warrants and certifies that the information provided herein is true, correct and complete. Each of the undersign agrees to notify you immediately in writing of any change in name, address, or employment and of any material adverse change (1) in any of the information contained in this statement or (2) in the financial condition of any of the undersigned or (3) in the ability of any of the undersigned to perform its (or their) obligations to you. In the absence of such notice or a new and full written statement, this should be considered as a continuing statement and substantially correct. You are authorized to make all inquires you deem necessary to verify the accuracy of the information contained herein, and to determine the credit-worthiness of the undersigned. Each undersigned authorizes you to answer questions about your credit experience with the undersigned.

Date Signed _____

Signature (Individual) _____
 Social Security Number _____
 Date of Birth _____

Signature (Other Party) _____
 Date Signed _____

Social Security Number _____
 Date of Birth _____

AUTHORIZATION TO USE AND TO RELEASE CREDIT INFORMATION

I/We hereby authorize you to release any information deemed necessary in connection with a consumer credit report for a loan through your office. This information is for the confidential use in compiling loan credit report for a lender. A photographic or carbon copy of this authorization (bearing a photographic or carbon copy of signature (s) of the undersigned may be deemed to be the equivalent or the original and may be used as a duplicated original. Further I/we understand that this information may be shared or disseminated with lending institutions and/or credit reporting bureaus, as necessary. I/We release the Kearny Enterprise Zone Development Corporation, the Kearny Urban Enterprise Zone Program, and the New Jersey Urban Enterprise Zone Authority, any and all individuals connected directly or indirectly with the processing of this loan from any and all liability arising out of the possession, processing, gathering thereof and dissemination of this credit information, and/or from any errors or omissions in said credit report(s).

DATE: _____

SIGNATURE: _____

ADDRESS: _____

SOCIAL SECURITY: _____

DATE: _____

SIGNATURE: _____

ADDRESS: _____

SOCIAL SECURITY: _____