

**Please provide the following information/documentation with the completed loan application:**

1. Current personal financial statement for each individual with 20% or more ownership in the business.
2. Business financial statements, including:  
For existing businesses:
  - a. balance sheet and income statements for the past three years, If most recent statement is more than six months old, provide an interim statement
  - b. projected cash flow statement for Year 1, including assumptions the projections are based on
  - c. aging of accounts receivable and payable
  - d. most recently filed corporate federal tax return with attachments, personal if sole proprietorship.

3. Provide a written brief history of the business.

Please attach a brief a written description of business/product, market, customer base and competition.

4. Based on the form of organization, provide the following:
  - a. sole proprietorship: filing receipt
  - b. partnership: partnership agreement and filing receipt
  - c. corporation: Articles of Incorporation or filing receipt from New York State Secretary of State; and Board resolution authorizing borrowing for the project
  - d. franchise: copy of franchise agreement and FTC Disclosure Statement
  - e. limited liability company: copy of operating agreement
5. If REDEC/RRC funds will be used for or collateralized by real estate activities, an environmental review must be provided. Other applicants may be required to provide an environmental review, by REDEC/RRC on a case-by-case basis.
6. All projects utilizing RRC funds are required to include an environmental review utilizing Form FmHA 1940-29 "Request for Environmental Information."

**Other information may be required by REDEC/RRC, as deemed necessary.**

**Please return completed application with supporting documentation to:**

**REDEC/RRC**

**109 Canada Road, Painted Post, NY 14870**

**gminer@redec.us**

## REDEC AND REDEC RELENDING CORPORATION LOAN APPLICATION

<b>Loan Applicant</b>	<b>Full Address</b>
<b>Name of Business:</b>	<b>Tax Identification Number and DUNS Number</b>
<b>Street Address:</b>	<b>Telephone Number:</b>
<b>City:                      County:</b>	<b>Fax Number/E-mail address:</b>
<b>State/Zip Code:</b>	<b>Type of Business and Date Established:</b>
<b>Bank of Business Account, Address:</b>	<b>Contact Person:</b>

Use of Proceeds:	Project Cost	Source of Proceeds
(enter gross \$ amounts rounded to nearest hundred)		
<b>Purchase of Machinery and/or Equipment</b>	\$	<b>REDEC/RRC Loan Request</b> \$
<b>Inventory Purchase</b>	\$	<b>Other Financing Sources:</b>
<b>Working Capital</b>	\$	*
<b>Other (Please specify)</b>	\$	
<b>Total Project Cost</b>	\$	<b>Total Sources</b>
		\$

\* Please note that Total Project Cost and Total Sources must equal.

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**COLLATERAL—BUSINESS AND/OR PERSONAL**

Please provide information on collateral available to secure the loan

	Present Market Value	Present Loan Balance	Collateral Pledged to:
Land and Buildings			
Machinery/Equipment			
Accounts Receivable			
Inventory			
Other (Please List)			
<b>TOTAL</b>			

With respect to any assets set forth, which are jointly owned with another, does applicant propose to furnish an unlimited personal guarantee to lender of the loan obligation executed by the co-owner of the scheduled assets?

YES

NO

**Outstanding Debt:** Furnish the following information on all installment loans, contracts, officer and shareholder loans, notes and mortgages payable, term loans and/or revolving credit arrangements and capitalized leases. Current Balance should agree with latest balance sheet submitted. (Additional sheets may be attached, if necessary.)

To Whom Payable	Original Amt. & Date	Balance and monthly payment.	Maturity Date	Secured By	Current or Past Due?

**MANAGEMENT:** Please list all proprietors, partners, officers, directors and/or stockholders. 100% ownership must be shown. (Personal guarantees will be required of all individuals with 20% or more ownership.)

Name and Social Security Number	Complete Address	% of Ownership

**EMPLOYMENT PLAN**

Please fill out completely. Provide current employment at time of application and estimated employment as a result of this loan. (\*Note if hourly, weekly, annual, etc.)

Job Title	Pay Range*	Current Employment	Projected Employment Yr.1	Projected Employment Yr.2	Projected Employment Yr.3
<b>TOTALS</b>					

Estimated current annual payroll: \$ \_\_\_\_\_

Estimated payroll at end of Year 1: \$ \_\_\_\_\_



Amount of contested income tax liens	\$	
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**COMPLETE SCHEDULE AND SIGN ON PAGE THREE (3)**

**SCHEDULE A – PERSONAL BANK ACCOUNTS**

TYPE	Names on Account	Amount	Acct. No.	Name and Address of Bank
Checking		\$		
		\$		
		\$		
		\$		
Savings		\$		

**SCHEDULE B – MARKETABLE SECURITIES**

Number of Shares or Face Value of Bonds	Description	In Name of	Acct. No.	Are These Pledged?	Market Value
					\$
					\$
					\$
					\$
					\$

**SCHEDULE C – NON-MARKETABLE SECURITIES**

Number of Shares or Face Value of Bonds	Description	In Name of	Are These Pledged?	Source of Value	Market Value
					\$
					\$
					\$
					\$
					\$

**SCHEDULE D – REAL ESTATE OWNED**

Address and type of property	Title in name of	Date Acquired	Cost	Market Value	MTGE Holder	MTGE Maturity	MTGE Amount
			\$	\$			\$
			\$	\$			\$
			\$	\$			\$
			\$	\$			\$
			\$	\$			\$

**SCHEDULE E – LIFE INSURANCE CARRIED, INCLUDING N.S.L.I. AND GROUP INSURANCE**

Name of Insurance Company	Owner of Policy	Beneficiary	Face Amount	Policy Loans	Cash Surrender Value
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$

**SCHEDULE F – NOTES PAYABLE TO BANKS**

Name and Address of Lender	Credit in Name of	Unsecured or Secured	Original Date	High Credit	Repayment Schedule	Current Balance
			\$	\$		\$
			\$	\$		\$
			\$	\$		\$
			\$	\$		\$
			\$	\$		\$

The information on this statement is given to the Regional Economic Development and Energy Group, hereinafter referred to as REDEC and REDEC Relending Corporation hereinafter referred to as RRC for the purpose of obtaining or continuing an extension of credit.

I/We understand that you are relying on this information in your decision to grant or continue credit.

I/We understand that REDEC/RRC may exchange or make credit inquires with others.

During the review of my/our application REDEC/RRC may obtain a consumer report on me/us and if the application is approved REDEC/RRC may at anytime in the future obtain additional consumer reports to review my/our account. I/We have the right to ask for the name and address of the consumer-reporting agency which gave REDEC/RRC the consumer report.

I/We have completely and truly answered all of the questions on this statement.

***I/We are aware that the filing of a false instrument in connection with the application for funding by a New York State public benefit corporation constitute an attempt to defraud the State, and may be a felony under the laws of the State of New York.***

**Legal Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Legal Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# Agreements and Certifications

## AGREEMENTS:

1. I/We agree that the project will adhere to all local, state and federal air and water pollution standards.
2. I/We agree that if I/We do not comply with the Agreements and Certifications herein, or the program regulations listed herein and in the REDEC/RRC program description and Environmental Compliance System Bulletin, or in the event of a default, or in the event of the violation of any federal, state or local law, statute, order, rule or regulation regarding the use of loan proceeds or operating practices; the total unpaid principal, together with unpaid interest thereon, will become immediately due and payable, at the option of REDEC/RRC.
3. I/We agree that the project will adhere to all local, state and federal historic preservation laws and regulations.
4. I/We agree that I/We will obtain and maintain Flood Hazard Insurance, if required, pursuant to National Floodplain Policy.
5. I/We agree that if construction is financed by this loan, accessibility to the handicapped will be assured by compliance with the standards of 41CFR, Sub-Part 101-19.6.
6. Further, I/We agree to make good faith efforts to comply with the Affirmative Action Program of New York State and policies that include Governor Mario Cuomo's Executive Order No. 21, and rules and regulations issued thereunder.
7. I/We authorize disclosure of all information submitted in connection with this application to any funding source, private or public, as part of negotiations for their participation in the financial package.
8. I/We authorize REDEC/RRC to collect confidential personal and business information relevant to the processing and evaluation of this loan.
9. I/We waive all claims against REDEC/RRC, their staff, consultants, committee and Board members.
10. I/We agree to post Civil Rights guidelines in a conspicuous place accessible to employees, and to not violate any applicable Civil Rights guidelines.
11. I/We certify that we will comply with Federal Fair Labor Standards (i.e. Davis-Bacon) when required.

## CERTIFICATIONS:

1. I/We certify that all information in this application and the Attachments are true and complete to the best of my/our knowledge and is submitted so the Loan Review Committee and REDEC/RRC Board of Directors can decide whether to approve a loan to me/us.
2. I/We give the assurance that I/We will comply with Sections 112 and 113 of Vol. 13 of the Code of Federal Regulations. These code sections prohibit discrimination on the grounds of race, color, sex, religion, marital status, handicap, age or national origin by recipients of Federal financial assistance and require appropriate reports access to books and records. These requirements are applicable to anyone who buys or takes control of the business. I/We realize that if I/We do not comply with these non-discrimination requirements, my/our loan can be called, terminated or prepayment accelerated.
3. I/We certify that I/We are in compliance with Title VI and civil rights law requirements. These requirements include, but are not limited to the following:



- a. Title V of Public Law 93-495, the Equal Credit Opportunity Act
- b. Title VI of the Civil Rights Act of 1964, "Non Discrimination in Federally Assisted Programs."
- c. U.S.C. 2000d-4, Section 504 of the Rehabilitation Act for Federal Conducted Programs and Activities.
- d. The Age Discrimination Act of 1975
- e. The Americans with Disabilities Act

4. I/We certify that facilities under its ownership, lease or supervision, which will be utilized in the accomplishment of the project or services financed by the REDEC/RRC loan, are not listed on the Environmental Protections Agency's (EPA) list of violating facilities pursuant to Section 15.20 or 50CFR, Part 15. Further, I/We certify that I/We will conform to all applicable environmental regulations including floodplains, wetlands, historic or archaeological properties, air and water quality, solid waste discharge, hazardous and/or toxic wasted disposal, drinking water resources, sewage and non-renewable natural resources.
5. I/We certify that I/We are not relocating operations or employment from another labor market with the proceeds of the proposed REDEC/RRC loan.

I/We agree to all the preceding Agreements and Certifications.

I/We understand the contents and purpose of this application, and the regulations of the REDEC/RRC loan funds. I/We do solemnly affirm that to the best of my/our knowledge, information provided and statements herein are true and accurate.

***I/We are aware that the filing of a false instrument in connection with the application for funding by a New York State public benefit corporation constitute an attempt to defraud the State, and may be a felony under the laws of the State of New York.***

<b>If applicant is a proprietor or general partner, sign below:</b>			
<b>BY:</b>	<b>L.S.</b>	<b>/</b>	<b>/20</b>
<b>BY:</b>	<b>L.S.</b>	<b>/</b>	<b>/20</b>
<b>If applicant is a Corporation, sign below:</b>			
<b>Corporate Name:</b>		<b>Corporate Seal:</b>	
<b>BY:</b>		<b>ATTESTED BY:</b>	
	<b>/ /20</b>		<b>/ /20</b>
<small>Legal Signature Of President</small>	<small>Date</small>	<small>Legal Signature of Corporate Secretary</small>	<small>Date</small>
<b>If applicant is a Limited Liability Company, sign below:</b>			
<b>BY:</b>		<b>BY:</b>	
	<b>/ /20</b>		<b>/ /20</b>
<small>Legal Member Signature</small>	<small>Date</small>	<small>Legal Member Signature</small>	<small>Date</small>

# REDEC AND REDEC RELENDING CORPORATION

## STATEMENT OF PERSONAL HISTORY

**Please read carefully!**

This form must be filled out and submitted by:

1. The proprietor, if a sole proprietorship
2. Each partner, if a partnership
3. Each Corporate officer, director and/or principal with 20% or more ownership
4. Any other person, authorized to obligate the applicant to the loan being sought

STATEMENT OF PERSONAL HISTORY		
<b>Loan Applicant</b>	<b>Full Address</b>	
<b>Name of Business:</b>	<b>Tax Identification Number:</b>	
<b>Street Address:</b>	<b>Telephone Number:</b>	
<b>City:</b>	<b>County:</b>	<b>Fax Number/E-mail address:</b>
<b>State/Zip Code:</b>	<b>Amount Applied For:</b>	
Current Name, Former Names and Aliases		
State name in full, if no middle name, state NMN. If initial only, indicate Initial. List all former names and/or aliases used, and date for each name and/or alias used. Use separate sheet, if necessary.		
<b>First Name, Middle Name, Last Name</b>	<b>Date From:</b>	<b>Date To:</b>
General Information		
<b>Date of Birth (Month/Day/Year)</b>	<b>Social Security Number</b>	<b>Are You a Current U.S. Citizen?</b>
	- -	<b>Yes    No</b>
<b>If You are Not Currently a US Citizen or Have Denounced Your U.S. Citizenship, Give Your Alien Registration Number:</b>		
<b>What is your percentage of ownership or stock owned or to be owned in the business concern?</b>		
<b>Present Residence Address</b>		<b>From</b>
		<b>To</b>
<b>Immediate Past Residence Address</b>		
<b>Home Telephone Number</b>	<b>Business Telephone Number</b>	

## STATEMENT OF PERSONAL HISTORY

**BE SURE TO ANSWER THE NEXT 2 QUESTIONS CAREFULLY, THEY ARE IMPORTANT. THE FACT THAT YOU HAVE A CRIMINAL CONVICTION ON YOUR RECORD WILL NOT NECESSARILY DISQUALIFY YOU; HOWEVER AN INCORRECT ANSWER MAY CAUSE YOUR APPLICATION TO BE REJECTED.**

<b>1</b>	Have you ever been convicted of any criminal offense other than a minor vehicle violation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If yes, furnish details; use a separate sheet if necessary. List name(s) under which convicted, if applicable.

<b>2</b>	If the answer to question #1 is yes, are you now under parole, Probation or Conditional release supervision?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If yes, furnish the name and telephone number of supervisor.

<b>Name</b>		<b>Telephone Number</b>	(     )	-     -
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### Authorization

I HEREBY AUTHORIZE **REDEC AND REDEC RELENDING CORPORATION** TO OBTAIN A PERSONAL CREDIT REPORT TO BE USED IN EVALUATION OF THE LOAN REQUEST.

**Legal Signature**

**Title**

**Date**

This is an Equal Opportunity Program.