

# **Binghamton Local Development Corporation**

City Hall, 4<sup>th</sup> Floor  
38 Hawley Street  
Binghamton, NY 13901-3776

(607) 772-7161

## **COVID19 Emergency Small Business Loan Application**

*The BLDC encourages sustainable development practices defined as development which meets the needs of the present at the same time as safeguarding and improving economic, social and environmental resources and the ability of future generations to meet their own needs.*

*This organization is an equal opportunity provider, and employer.*

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*The following list will guide you as you complete your COVID19 Emergency Small Business Loan Application package. This checklist must be reviewed with the BLDC Financial Analyst at the time that the application is submitted.*

Name of Borrowing Entity \_\_\_\_\_

\_\_\_\_\_ Exhibit 1      **Completed Application:** Checklist, Authorization to Investigate Credit History, Borrower Statement, Personal History Statement, Personal Financial Statement, Signature Page.

**Borrower Information**

\_\_\_\_\_ Exhibit 2      Copies of **Individual Federal Tax Returns** for the three (3) most recent years for all principals having 20% or more ownership.

\_\_\_\_\_ Exhibit 3      Copy of a **valid photo ID** for every principal having 20% or more ownership.

\_\_\_\_\_ Exhibit 4      As appropriate to form of business organization, copies of **Articles of Incorporation, Certificate of Good Standing, Organization Agreement, Bylaws and DBA**; include % of ownership.

*For an existing business, for the three most recent years provide:*

\_\_\_\_\_ Exhibit 5      Complete copies of **Borrowing Entity Federal Income Tax Returns**.

\_\_\_\_\_ Exhibit 6      Fiscal year-end financial statements prepared by a Certified Public Accountant in accordance with GAAP including profit and loss statements, balance sheets and cash flow

**Project Information**

\_\_\_\_\_ Exhibit 7      Use of Funds Statement

\_\_\_\_\_ Exhibit 8      Provide a pro forma projection of monthly cash flow for the borrower. These projections should account for the repayment of debt service. Describe the assumptions on which projections are based.

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**The BLDC may require additional information to complete the analysis of your application.**

BLDC funds CANNOT be used for:

- \*Refinancing
- \*Payment for purchases made prior to project approval
- \*Speculative buildings or projects
- \*Not-for-profit entities
- \*Strictly residential development - mixed use may be considered

*The BLDC complies with all the requirements imposed by Title IV of the Civil Rights Act of 1964 (Public Law 88-352); Title VII of the Civil Rights Act of 1968 (Public Law 90-284) Section 109 of Housing and Community Development Act of 1974; Section 3 of the Housing and Urban Development Act of 1968; Executive Order 11246; Executive Order 11063, and any HUD regulations issued to implement there Authorities and the regulations related to Equal Opportunity (24 CFR, Part 570-601).*

BLDC staff signature and date:

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**- AUTHORIZATION TO INVESTIGATE CREDIT HISTORY -**

The undersigned authorizes the Binghamton Local Development Corporation (BLDC) to obtain all consumer and business information, including confirmation of bank accounts and credit reports, and authorizes all reporting agencies to furnish such information to the BLDC regarding this loan application. The undersigned agrees that the BLDC application and all information obtained by the BLDC shall remain the property of the BLDC, whether or not the loan is granted. The undersigned has read the loan program description, eligibility criteria, and administrative guidelines, and agree to comply with the requirements and regulations set forth by the United States Department of Housing and Urban Development (HUD) and the BLDC. The undersigned acknowledges that the final terms of the loan, if approved, will be based on the loan documents themselves, as approved by the BLDC's counsel.

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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**- BORROWER STATEMENT -**

**Borrowing Entity:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Contact name(s):** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Business Telephone:** \_\_\_\_\_ **Number of Employees:** \_\_\_\_\_

**Tax ID No:** \_\_\_\_\_ **Type of Organization:** \_\_\_\_\_

**EIN:** \_\_\_\_\_ **DUNS #:** \_\_\_\_\_

**Years in Business:** \_\_\_\_\_ **Nature of Business:** \_\_\_\_\_

**Fiscal Year End:** \_\_\_\_\_

**Name and Address of Current Bank of Business Account:**

\_\_\_\_\_

**Owner Name:** \_\_\_\_\_

**Owner Address:** \_\_\_\_\_

**Owner Telephone:** \_\_\_\_\_ **Social Security #:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**% Ownership:** \_\_\_\_\_ **Time as Owner:** \_\_\_\_\_

**Name and Address of Current Bank of Personal Account:**

\_\_\_\_\_

**Owner Name:** \_\_\_\_\_

**Owner Address:** \_\_\_\_\_

**Owner Telephone:** \_\_\_\_\_ **Social Security #:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**% Ownership:** \_\_\_\_\_ **Time as Owner:** \_\_\_\_\_

**Name and Address of Current Bank of Personal Account:**

\_\_\_\_\_

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**- PERSONAL HISTORY STATEMENT -**

All principals having 20% ownership or more or any other person providing a guarantee for the loan must complete this form.

1. Personal Statement of: (first, middle initial, last name):

\_\_\_\_\_

2. Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

3. Social Security Number: \_\_\_\_\_

4. Present residence address: \_\_\_\_\_

\_\_\_\_\_ # years at this address \_\_\_\_\_

5. Home Telephone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

6. Business Telephone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

7. E-mail \_\_\_\_\_

8. Immediate past residence address: \_\_\_\_\_

\_\_\_\_\_

Dates: From \_\_\_\_\_ to \_\_\_\_\_

9. Current Employer: \_\_\_\_\_

Address \_\_\_\_\_

Date of Employment: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Yearly Salary: \_\_\_\_\_

10. Are you a U.S. Citizen? \_\_\_\_\_ Yes, Naturalization Date (if applicable) \_\_\_\_\_

\_\_\_\_\_ No, Alien Registration #: \_\_\_\_\_

11. Ethnicity: \_\_\_\_\_ White American \_\_\_\_\_ Black American \_\_\_\_\_ Native American

\_\_\_\_\_ Hispanic American \_\_\_\_\_ Asian/Pacific American \_\_\_\_\_ Hasidic Jew

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**Personal History Statement, continued**

12. Have you ever been involved in bankruptcy or insolvency proceedings?

\_\_\_\_\_ No \_\_\_\_\_ Yes

If yes, briefly describe details.

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13. Are there or have there ever been any legal claims and judgments against you?

\_\_\_\_\_ No \_\_\_\_\_ Yes If yes, briefly describe details.

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14. Are you presently on parole or probation? \_\_\_\_\_ No \_\_\_\_\_ Yes

If yes, furnish details in a separate exhibit.

List name(s) under which held, if applicable.

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15. Have you ever been convicted with any criminal offense other than a minor motor vehicle violation? \_\_\_\_\_ No \_\_\_\_\_ Yes

If yes, furnish details in a separate exhibit.

List name(s) under which charged, if applicable.

A conviction will not necessarily disqualify you. Incorrect answers that constitute fraud are disqualifying.



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**- PERSONAL FINANCIAL STATEMENT -**

All principals having 20% ownership or more or any other person providing a guarantee for the loan must complete this form.

<b>ASSETS</b>	<b>Dollars</b>	<b>LIABILITIES</b>	<b>Dollars</b>
Cash, Checking, Savings, CDs (see Schedule A)		Notes payable to banks and others (see Schedule H)	
US Gov't & marketable securities (see Schedule B)		Due to brokers	
Non-marketable securities (see Schedule C)		Amounts payable to others- secured	
Securities held by broker in margin accounts		Amounts payable to others- unsecured	
Restricted control or margin account stocks		Accounts & bills due	
Real estate owned (see Schedule D)		Unpaid income tax	
Accounts, loans, & notes receivable		Other unpaid taxes & interest	



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**Personal Financial Statement, continued**

**SCHEDULE A - CASH, CHECKING AND SAVINGS ACCOUNTS, CERTIFICATES OF DEPOSIT, MONEY MARKET FUNDS, ETC.**

Name of Financial Institution	Type of Account	Owner	(J)	If Pledged, to Whom?	Balance

**SCHEDULE B - U.S. GOVERNMENT & MARKETABLE SECURITIES (Use additional sheet if necessary)**

Number of Shares or Face Value of Bonds	Description	In Name of	Are these Registered, Pledged, or held by others?	Market Value	Exchanges Where Traded

**SCHEDULE C - NON-MARKETABLE SECURITIES (Use additional sheet if necessary)**

Number of Shares	Description	In Name of	Are these Registered, Pledged, or Held by Others?	Value	Method of Valuation

**SCHEDULE D - INVESTEMENTS IN REAL ESTATE (Use additional sheet if necessary)**

Description/Location of Real Estate Investment	(J)	Date of Original Investment/Amount	% Owned by You	Market Value of Your % of Investment	Present Balance	Monthly Payment	Mortgage Maturity Date	Mortgage Owed To

**SCHEDULE E - LIFE INSURANCE CARRIED INCLUDING GROUP INSURANCE**

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

**SCHEDULE F - VESTED INTEREST IN DEFERRED COMPENSATION/PROFIT SHARING PLANS**

% Vested	Company Name	Account Number	Manner of Payout (Annuity, Lump Sum, etc)	Distribution Date	Beneficiary	Amount

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**Personal Financial Statement, continued**

SCHEDULE G - BUSINESS VENTURES ( Use additional sheets if necessary)

List Name and Address of Any Business Venture in Which	Your position/title	Line of Business	Years in Business	Total Assets	Your % of Ownership	Net Worth of	Present Net Value of Your
You Are a Principal or a Partner	in the business			listed in Section 3		Business	Investment

SCHEDULE H - LOANS OWING BANKS, BROKERS, FINANCE COMPANIES, AND OTHERS (MASTERCARD, VISA, ETC.)

Owing to (Acct. No.)	(J)	Date of Original Borrowing/Amount	Present Balance	Due	Monthly Payment	Date of Final Payment	Secured by

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**- SIGNATURE PAGE -**

I declare that the statements made in this application - including attachments - are true, correct, and complete to the best of my knowledge. False statements shall be sufficient cause for dismissal of this application.

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Signature

Date

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Company

Title

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Signature

Date

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Company

Title