

CITY OF MANITOWOC
COMMERCIAL REVOLVING LOAN PROGRAM
INITIAL DATA SHEET AND APPLICATION
(Rev: 10/24/2001)

1. APPLICANT INFORMATION/INFORMATION ABOUT YOU

Name _____
Address _____
City/State/Zip Code _____
Telephone _____ (work) _____ (home)
Fax # _____ E-Mail Address _____

2. BUSINESS INFORMATION/INFORMATION ABOUT YOUR BUSINESS

Name of Business _____
Address _____
City/State/Zip Code _____
Year Business Established _____ Business SIC# _____
Business Structure: (check one) _____ Sole Proprietorship
_____ General Partnership _____ Limited Partnership _____ C-Corp.
_____ S-Corp. _____ LLP _____ LLC _____ Other
Number of Employees: _____ Full-time _____ Part-time

3. MANAGEMENT INFORMATION (List all owners, officers, directors, and/or partners having 20% or greater ownership interest):

Name and Title _____ % Ownership _____
Address _____
City/State/Zip Code _____
Telephone _____ Age _____ Years Experience _____
Minority or Female owner _____ Yes _____ No

Name and Title _____ % Ownership _____
Address _____
City/State/Zip Code _____
Telephone _____ Age _____ Years Experience _____
Minority or Female owner _____ Yes _____ No

Name and Title _____ % Ownership _____
Address _____
City/State/Zip Code _____
Telephone _____ Age _____ Years Experience _____
Minority or Female owner _____ Yes _____ No

Name and Title _____ % Ownership _____
Address _____
City/State/Zip Code _____
Telephone _____ Age _____ Years Experience _____
Minority or Female owner _____ Yes _____ No

Name and Title _____ % Ownership _____
Address _____
City/State/Zip Code _____
Telephone _____ Age _____ Years Experience _____
Minority or Female owner _____ Yes _____ No

4. DESCRIPTION OF BUSINESS PROJECT

Location of Project: _____

Description of Proposed Project: _____

Size of proposed expansion _____ sf

Will new facility expand existing business operations?
_____ Yes _____ No

Will your business occupy entire building? _____ yes _____ no

If no, specify what percent you will occupy _____%; and list other occupants/uses: _____

Percentage to be occupied by applicant _____%

Will new facility replace existing facility? ____yes ____no

Projected New Employment (within 18 months of project completion):

Management _____	Professional/Technical _____
Service/Clerical _____	Manufacturing _____
Other _____	Total New Jobs _____

of new jobs available to low - moderate income (LMI) persons _____ (note: at least 51% of jobs created or retained must be for LMI persons).

Is it anticipated that any person or business might be displaced or relocated, or any adverse environmental impacts occur, as a result (either directly or indirectly), of the proposed project?

_____Yes _____No (If yes, explain in area provided below)

Is project located in the Manitowoc Development Zone? ____yes__no

5. PROJECT COSTS/USES OF FUNDS

Acquisition	\$ _____
Renovation (exterior)	\$ _____
Rehabilitation (interior)	\$ _____
Land Improvements	\$ _____
Machinery/Equipment	\$ _____
Architectural/Engineering	\$ _____
Total Project Cost	\$ _____

6. PROJECT FINANCING/SOURCES OF FUNDS

Personal Funds/Cash Equity: Amount \$ _____

Lender #1 Funds (Bank Loan): Name of Lender _____
Amount \$ _____
Interest Rate (%) _____
Term _____
Use of Loan Proceeds _____

Collateral _____

Lender #2 Funds (SBA or Other Loan):
Name of Lender _____
Amount \$ _____
Interest Rate (%) _____
Term _____
Use of Loan Proceeds _____

Collateral _____

City Revolving Loan Funds:
Amount \$ _____
Interest Rate (%) _____
Term _____
Use of Loan Proceeds _____

Collateral _____

7. EXISTING BUILDING CONDITIONS

Does your business occupy entire building? _____ Yes _____ No
If no, specify what percent you occupy _____%; and list other
occupants/uses: _____

If Owned:

Size of Facility _____ sf

Date Acquired _____

Purchase Price \$ _____

Existing 1st. Mortgage Balance \$ _____

Original Mortgage Amount \$ _____

Name and address of mortgagee/lender

Existing 2nd. Mortgage Balance \$ _____

Original Mortgage Amount \$ _____

Name and address of mortgagee/lender

Amount currently owing and
unpaid on Land Contract \$ _____

Original Land Contract Amount \$ _____

Name and address of vendor/seller of Land Contract

Appraised Value \$ _____

Date of Appraisal \$ _____

If Leased:

Size of Facility _____ sf

Term of Lease: Beginning Date _____

Termination Date _____

Annual Rent: \$ _____

Is rent payable: Monthly____ Quarterly ____

Annually____

Percentage Rentals: ____yes ____no ____%

Name and Address of Owner/Lessor: _____

8. CONTRACTOR INFORMATION

General Contractor _____

Street Address _____

City/State/Zip _____

<u>Item</u>	<u>Name of Sub-Contractor</u>	<u>Amount</u>
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Architect/Engineer Services:	_____	_____
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Excavation:	_____	_____
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Grading:	_____	_____
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Gravel:	_____	_____
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Blacktop/Concrete:	_____	_____
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Utility Extensions:	_____	_____
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Mason:	_____	_____
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Structural Steel:	_____	_____
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Carpenter:	_____	_____
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Lumber:	_____	_____
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Millwork:	_____	_____
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Cabinets:	_____	_____
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Roofing:	_____	_____
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Insulation:	_____	_____
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Plaster/Drywall:	_____	_____
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Windows:	_____	_____
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Awnings: _____
 Electric: _____
 Plumbing: _____
 Heating: _____
 Sheetmetal: _____
 Air Conditioning: _____
 Linoleum, Tile, Carpet: _____
 Painting - Interior: _____
 Painting - Exterior: _____

 Other: _____

TOTAL \$ _____

(Must equal "Total Project Cost" in Section 5 of application),
 excluding acquisition.

APPLICATION AGREEMENT

The applicant certifies that all information in this application and all information furnished in support of this application, is given for the purpose of obtaining a loan under the Manitowoc Commercial Revolving Loan Program, and is true and complete to the best of the applicant's knowledge and belief.

The applicant further certifies that he/she/they are the owner(s) or contract owner(s) of the project property described in this application; or the lessee of project property with proof of owner consent to improve said property.

The applicant further certifies that the loan proceeds will be used only for the work and materials identified in this application, and that applicant will abide with all provisions and guidelines of the Manitowoc Commercial Revolving Loan Program.

The applicant authorizes the City to request and receive information required to verify company and owner financial statements, credit history, and business and property ownership status; and the disclosure of all information submitted in connection with this application, by and between the City and any lender agreeing to participate with applicant's loan through this program.

 Signature of Applicant

 Signature of Applicant

 Name (print)

 Name (print)

 Date

 Date

SUBMITTALS

The following information is to be submitted along with the application for funding.

1. PERSONAL RESUMES - Complete personal resumes for each principal having 20% or greater ownership interest. Include description of experience and management capabilities.

2. BUSINESS PLAN - Describe the firm by its type, legal organization, ownership, management, stage of development, place in the market, objectives, marketing strategy, place in the industry, agreements with other businesses, financing and capital requirements. The business plan should include a four-digit SIC code, discussion of the management team and its experience, a discussion of the market and identification of major competitors, a discussion of sales growth and composition of the customer base, a discussion of accounting methods applied to inventory and the aging of inventory, a discussion of terms offered to customers and the aging of account receivables, a discussion of agreements with suppliers and other trade accounts and the aging of accounts payable, a description of the debt structure and the status of outstanding debts, and a schedule of debt repayments.

3. FINANCIAL INFORMATION - The following information must be prepared and signed by a qualified accountant:

- A. New/start-up business (less than 1 fiscal year in operation).
 - 1. Current personal financial statements not older than 90 days for each principal identified in #3 - Management Information.
 - 2. 3 year projected annual balance sheet and annual profit/loss statement (quarterly statements for year 1; annual statements for years 2-3).
- B. Existing business (more than 1 fiscal year in operation).
 - 1. Current personal financial statements not older than 90 days for each principal identified in #3 - Management Information.
 - 2. Current business balance sheet, profit/loss statement, and statement of change in cash position not older than 90 days.
 - 3. Historic annual business balance sheet and annual profit/loss statement for each of last 3 fiscal years.
 - 4. 3 year projected annual balance sheet and annual profit/loss statement.

4. **LETTERS OF FINANCIAL COMMITMENT** - All funds committed to the project (equity and debt capital) must be evidenced by letters of commitment from borrowers and/or lenders. Such letters shall state the amount of funds committed to the project, and the terms and conditions under which the funds are to be provided. The only permitted contingency in their letters shall be receipt of revolving loan funds for the project.

5. **BID DOCUMENTS** - Applicant will be required to submit all bid documents received for the proposed work to be completed.

6. **PLANS AND SPECIFICATIONS** - For new construction, and for construction of additions or expansions to existing building, plans and specifications are to be submitted as per site plan requirements of the City of Manitowoc.

7. **MACHINERY AND EQUIPMENT** - Applicants applying for funds for the purchase of machinery and equipment must submit a detailed listing of all items to be acquired, identify whether the equipment is new or used, from whom it will be purchased, purchase price, and whether the item is for replacement purposes or for additional capacity.

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