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## Business Loan App

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### Getting Started

#### Welcome to your loan application for Region Five Development Commission

Please fill out the information in the following sections to the best of your knowledge. Your information will be saved every time you click the blue "Next" button in the bottom left corner, or when you click the save button under "Options". Once you have reached the "Submission" section be sure to click the blue "Submit" button.

Loan applications cannot be considered for approval unless and until they are 100% complete.

#### Disclaimer:

Please be advised that no work, including but not limited to project planning, procurement of materials, or commencement of any services, shall be initiated until the loan application is fully approved and all necessary documentation has been finalized. Any actions taken prior to official loan approval will be at the applicant's sole risk and expense, and will not be reimbursed by the loan.

#### Required Documents:

Please be advised the following documents are required to apply:

- Submit Signed Completed Application with Application Fee (\$100 ELP/\$200 GAP)-check made out to "NCEDA"
- Business Plan – 1 page narrative
- Resume of owner(s) - any person who owns 20% or more interest in the business
- Signed personal financial statements of owner(s) - any person who owns 20% or more interest in the business
- NCEDA will obtain a credit report of owner(s) - any person who owns 20% or more interest in the business
- A copy of business financial history for two most recent previous years – exception (new business)
- A copy of balance sheet profit and loss statement history for two previous years – exception (new business)
- A copy of last two tax returns of owner(s), if no financial history available because application is for new business
- Federal tax returns filed by the business for the previous two years
- Cash flow projection by month for next two years (SBDC will assist with this)
- Site map, property appraisal and legal description - if loan is to include real estate
- Commitment letter or denial letter from your bank or primary lender regarding any financing that will provide for this project
- Information concerning any pending or threatened litigation or administrative proceeding
- any outstanding administration orders judgments or involvement in any bankruptcy
- 
- Copy of Business Certificate of Insurance

Where did you hear about us?

Loan Type

Project Type

## Part 1: Primary Contact

Legal First Name

Legal Middle Name

Legal Last Name

Preferred name if different than legal name

Title

Home Phone

Cell Phone

Email Address

Home Address

Martial Status

Sex

## Part 2: Business Info

Business Name

What year was the business established?

Business Address

Business Phone

Form of Organization

EIN

SSN/ITIN

Business Website

Pending Lawsuit

## Part 2.1: Business Financials

## Part 3: Owner Info

### Principal Owners

## Part 4: Bank Info

Bank Name

Contact Name

Contact Title

Bank Address

Bank County

Bank Phone

Bank Fax

## Personal Financial Statement

**Failure to disclose all Personal Financial Information, will result in your application being deemed ineligible.**

Please provide personal information only. Do not include business financials. (Business financials and project info are entered elsewhere on the application)

### Assets

Cash on hand (amount)

Do you have any personal bank accounts?

Bank account balance total

Do you have any retirement accounts?

Do you have any life insurance?

Do you have any Stocks or Bonds?

Do you own your own home or any Real Estate?

Do you have any vehicles?

### Automobiles:

Do you have any other assets?

## Liabilities

Do you have any Loans not already disclosed and or Credit Cards?

Loans balance

Do you have any loans against life insurance?

Do you have any unpaid taxes?

Do you have any other liabilities?

## Sources of Yearly Income

Annual Salary

Do you have any other income?

Other income total

\$0.00

Total Personal Monthly Income

\$0.00

## Personal Monthly Expenses

Other Monthly Expenses Total

Total Personal Monthly Expenses

\$0.00

Total Personal Monthly Debt Payments

\$0.00

Total Personal CashFlow

\$0.00

## Part 4.1: Project Costs

Requested Loan Amount

Will any loan proceeds be used for minor improvements to your existing business location?

Will any loan proceeds be used for a land purchase?

Will any loan proceeds be used for machinery and equipment?

Will any loan proceeds be used for new construction?

Will any loan proceeds be used for acquiring property?

Will any loan proceeds be used for ongoing monthly expenses?

Any Other Costs?

Total Costs

Project Description

## Part 4.2: Proposed Sources

Equity Injection

Loan Amount

Any Other Sources?

### Specify Other Sources

Total Other Sources

## Part 5: Jobs Info

Please enter the information below. Please use a .5 value for part-time employees

How many employees do you have including owner(s)

How many jobs do you plan to add in the next 12 months

How many jobs do you plan to add in the next 24 months

## Part 6: Current Business Debts

Any Business Debts?

### Specify Business Debts

## Ethnic Information

**You are not required to furnish this information, but are encouraged to do so.**

Please provide the following information so that the business will be in compliance with Title VI of the Civil Rights Act of 1964.

The information regarding race, color, or national origin designation is requested in order to assure the Federal Government that the business complies with Federal Laws prohibiting discrimination on the basis of race, color, or national origin. This information will not be used in evaluating your request for services or to discriminate against you in any way. However, if you choose not to furnish this information, we are required to note your race/color/national origin on the basis of visual observation or surname.

### ETHNIC CATEGORIES

Who filled out this form?

## DOCUMENT UPLOAD

## Please upload all documents you have

### **Owners are defined as any person who owns 20% or more interest in the business**

Loan Application

|| No file uploaded.

Business Plan - 1 page narrative

|| No files uploaded.

Resume of owner(s)

|| No files uploaded.

Signed personal financial statements of owner(s)

|| No files uploaded.

A copy of business financial history for two most recent previous years – exception (new business)

|| No files uploaded.

A copy of balance sheet profit and loss statement history for two previous years – exception (new business)

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|| No files uploaded.

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|| No files uploaded.

Cash flow projection by month for next two years (SBDC wil assst with this)

|| No files uploaded.

Site map, property appraisal and legal description - if loan is to include real estate

|| No files uploaded.

Commitment letter or denial letter from your bank or primary lender regarding any financing that will provide for this project

|| No files uploaded.

Information concerning any pending or threatened litigation or administrative proceeding, any outstanding administration orders, judgments or involvement in any bankruptcy

|| No files uploaded.

Recent Income Statement and Balance Sheet - For Existing Businesses

|| No files uploaded.

No files uploaded.

## Submission

### EMPLOYERS CERTIFICATE OF NONRELOCATION

The Employer certifies and assures that it is not its intention to transfer one or more jobs from one commuting area to another by either (1) closing an operation in one commuting area and opening new operation in the Project Area, which is in a new commuting area, or (2) curtailing its operations in another location and increasing the number of jobs of the existing operations located in the Project Area, for a period of forty-eight (48) months from the date of approval of financial assistance.

The Employer understands that financial assistance is not prohibited for the expansion of an Employer through the creation of a new branch, affiliate, or subsidiary which will not result in a decrease in jobs in any area where the Employer conducts business operations, and that retail stores which open new outlets in funded facilities are exempt from this requirement provided: (1) the retail store is not a direct recipient of public financial assistance; (2) the retail store is not engaged in a pattern of operations which would result in relocation a substantial portion of its operations from one multi-state region to another; and (3) the new outlet opening will not result in a significant reduction of employment in the retail store's entire operation.

Note - Section 710(a) of the Public Works and Economic Development Act of 1965, as amended, provides that: "Whoever makes any statement knowing it to be false, or whoever willfully overvalues any security, for the purpose of obtaining for himself or for any applicant any financial assistance under section 101, 201, 202, or 403 or any extension thereof by renewal, deferent, or action, or otherwise, or the acceptance, release, or substitution of security therefore, or for the purpose of influencing in any way the action of the Secretary, or for the purpose of obtaining money, property, or anything of value, under this Act, shall be punished by a fine of not more than \$10,000 or by imprisonment for not more than five years, or both." EDA'S NONRELOCATION REQUIREMENTS PROVIDE THAT: "WHEN EDA DETERMINES THAT THESE REQUIREMENTS HAVE BEEN VIOLATED, EDA WILL TERMINATE FOR CAUSE THE FINANCIAL ASSISTANCE MADE AVAILABLE BY EDA. THE RECIPIENT WILL BE OBLIGATED TO REPAY TO EDA THE FULL AMOUNT OF THAT FINANCIAL ASSISTANCE, PLUS INTEREST, FROM THE DATE DETERMINED BY EDA UPON WHICH THE VIOLATION OCCURRED, AT THE NEW YORK BANK PRIME RATE AS REPORTED IN THE WALL STREET JOURNAL ON THE DATE OF TERMINATION."

By checking the box below, entering my name below, and submitting this application I certify that the above information and the statements contained herein or attached hereto are true and accurate to the best of my knowledge. I further authorize the NCEDA to verify the submitted information by contacting any individual or organization deemed to have knowledge of the proposed project. I further understand that intentional misrepresentation of facts may be the basis for a denial of funding. I agree to pay an application fee (\$100 ELP OR \$200 Gap).

In addition, I authorize representatives of the North Central Economic Development Association (NCEDA) to review my credit references and view my credit report. I authorize NCEDA to discuss my account with lending institutions and obtain financial and other business related information from those institutions.

NCEDA may use my business name when promoting programs with no obligation to the borrower.

I have read and agree to the statements above.

False

Primary Contact Full Name

Primary Contact Title

## Log