

**Company Information**

Company name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Principal in charge \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Secondary contact person \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Type of business \_\_\_\_\_ Date established \_\_\_\_\_

Type of entity (check one):       Proprietorship       Partnership       Corporation       LLC

Website \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

**Company Ownership**

Name \_\_\_\_\_ Title \_\_\_\_\_ % of ownership \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ % of ownership \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ % of ownership \_\_\_\_\_

**Affiliate Businesses (if applicable)**

Name \_\_\_\_\_ Owner \_\_\_\_\_ % of ownership \_\_\_\_\_  
(APPLICANT COMPANY OR INDIVIDUALS)

Name \_\_\_\_\_ Owner \_\_\_\_\_ % of ownership \_\_\_\_\_  
(APPLICANT COMPANY OR INDIVIDUALS)

If a corporation, please indicate who is President and Secretary \_\_\_\_\_

**Existing Business Locations**

Address \_\_\_\_\_ Square Ft \_\_\_\_\_ Lease Payment \_\_\_\_\_ Lease Expiration \_\_\_\_\_

Replaced by New Facility? \_\_\_\_\_

Address \_\_\_\_\_ Square Ft \_\_\_\_\_ Lease Payment \_\_\_\_\_ Lease Expiration \_\_\_\_\_

Replaced by New Facility? \_\_\_\_\_

**References**

Bank name \_\_\_\_\_ Account no. \_\_\_\_\_

Account Officer \_\_\_\_\_ Phone \_\_\_\_\_

Bank name 2 \_\_\_\_\_ Account no. \_\_\_\_\_

Account Officer \_\_\_\_\_ Phone \_\_\_\_\_

Bank name 3 \_\_\_\_\_ Account no. \_\_\_\_\_

Account Officer \_\_\_\_\_ Phone \_\_\_\_\_

Accountant \_\_\_\_\_ Firm \_\_\_\_\_ Phone \_\_\_\_\_

Attorney \_\_\_\_\_ Firm \_\_\_\_\_ Phone \_\_\_\_\_

(References Continued)

Trade Reference \_\_\_\_\_ Firm \_\_\_\_\_ Phone \_\_\_\_\_

Trade Reference 2 \_\_\_\_\_ Firm \_\_\_\_\_ Phone \_\_\_\_\_

**Nature of Your Business**

Nature of your business \_\_\_\_\_

Type of products or services (include any catalogs or brochures) \_\_\_\_\_

Geographic market area \_\_\_\_\_

List key customers \_\_\_\_\_

List major competitors \_\_\_\_\_

**Project information**

Street address of project \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

What is the square footage of the new building? \_\_\_\_\_ What is the square footage your company will occupy? \_\_\_\_\_

\* Please note -- We require your company to occupy 51% of an existing building and 60% of a new building.

Escrow closing date \_\_\_\_\_ Realtor's Name \_\_\_\_\_ Phone \_\_\_\_\_

If known, how will the property be vested (i.e. individually, husband and wife, partnership, LLC, corporation, trust ...)? \_\_\_\_\_

Please provide appropriate document (i.e. Partnership Agreement, LLC documents, Articles of Incorporation, Trust Agreement ...)

**Total Project Costs**

**Purchase existing building**

Purchase Price ..... \$ \_\_\_\_\_

Improvements ..... \$ \_\_\_\_\_

Equipment\* ..... \$ \_\_\_\_\_

Other ..... \$ \_\_\_\_\_

Total ..... \$ \_\_\_\_\_

**Construction Project**

Land Acquisition ..... \$ \_\_\_\_\_

Construction Bid ..... \$ \_\_\_\_\_

Architects, permits, other soft costs ..... \$ \_\_\_\_\_

Equipment ..... \$ \_\_\_\_\_

Other ..... \$ \_\_\_\_\_

Total ..... \$ \_\_\_\_\_

\* Please note -- equipment to be financed must have a useful life of 10 years or greater

**If there are any tenants that will remain in the building, please provide the following information:**

*Also, please have your realtor provide copies of all existing leases*

Tenant Name	Square Footage	Lease Expiration	Rent Amount

**Employee Questionnaire**

Number of current employees \_\_\_\_\_ Number of new employees within the next two years as a result of this project \_\_\_\_\_

**Key Employees**

Name	Title	Responsibilities	Years with company	Years in the industry

**Miscellaneous Questions**

Have you or any officer of your company ever been involved in bankruptcy or insolvency proceedings? \_\_\_\_\_

Are you or your business involved in any pending or prior lawsuits? \_\_\_\_\_ If yes, please provide details on a separate sheet.

Have you ever received a SBA loan? \_\_\_\_\_ If yes, please provide a copy of the SBA Loan Authorization Document and the following:

Original Amount \$ \_\_\_\_\_ Date of the loan \_\_\_\_\_

Current Balance \$ \_\_\_\_\_ Status \_\_\_\_\_

## Checklist

### Business Information

<input type="checkbox"/>	Business financial statements for the last three years
<input type="checkbox"/>	Projections (if business is less than three years old)
<input type="checkbox"/>	Interim financial statement dated within the last 60 days
<input type="checkbox"/>	Business debt schedule (form attached)
<input type="checkbox"/>	Federal tax returns for the last three years
<input type="checkbox"/>	Articles of Incorporation, Amendments thereto, and By-Laws (if corporation)
<input type="checkbox"/>	Articles of Organization and Operating Agreement (if LLC)
<input type="checkbox"/>	Partnership Agreement (if partnership)
<input type="checkbox"/>	Business License and Fictitious Business Name Statement (if proprietorship)
<input type="checkbox"/>	Franchise Agreement

### Personal information (for each owner of 20% or greater)

<input type="checkbox"/>	Personal tax returns for the last three years
<input type="checkbox"/>	Personal resume (form attached)
<input type="checkbox"/>	Personal financial statement dated within the last 60 days (form attached)
<input type="checkbox"/>	Photocopy of driver's license/I.D. card

### Real Estate Information

<input type="checkbox"/>	Real Estate Purchase Agreement or settlement sheet
<input type="checkbox"/>	Construction cost budget and/or equipment invoices
<input type="checkbox"/>	Existing environmental studies

### Authorization to Release Information

✓ I/We hereby authorize the release to Georgia Certified Development Corporation/affiliates of any information they may require at any time for any purpose related to my/our credit transaction with them.

✓ I/We further authorize Georgia Certified Development Corporation/affiliates to release such information to any entity they deem necessary for any purpose related to my/our credit transaction with them.

✓ I/We hereby certify that the enclosed information, including any attachments or exhibits provided here within or at a later date, is valid and correct to the best of my/our knowledge.

Name of applicant(s) \_\_\_\_\_

Signature of applicant(s) \_\_\_\_\_ Date \_\_\_\_\_

Name of applicant(s) \_\_\_\_\_

Signature of applicant(s) \_\_\_\_\_ Date \_\_\_\_\_