



**CITY OF TROY**  
**SBD REVOLVING LOAN FUND**  
**LIST OF EXHIBITS and SBD APPLICATION**

- Completed application form plus \$100.00. Additionally, a loan closing fee of 1.5%, plus any accumulated title search and legal fees are due at closing.

**Financial: (Attach as Exhibit A)**

- Detailed business plan for the expansion project;
- Personal financial statement for each individual with at least twenty percent interest in the company;
- Financial statements from prior three years (Balance Sheet and Profit and Loss statements);
- Schedule of Accounts Payable and Receivables;
- Interim financial statement to the nearest quarter;
- Proforma of financial projections on a quarterly basis for the first two years following the loan closing;
- Letter of recommendation or acknowledgement from existing debt-holder(s) regarding this application;
- Statement of the anticipated draw down schedule of SBD funds.

**Collateral: (Attach as Exhibit B)**

- Recent appraisal or county tax records of any real estate which will be offered as collateral;
- Listing of outstanding liens and mortgages on the property/assets proposed as security;
- Evidence of authority to make improvements such as a deed, qualifying lease, or notarized authorization from the property owner;
- Personal Guaranty;
- If real estate is used as collateral then a recent title exam is required.

**Project: (Attach as Exhibit C)**

- Detailed estimates for each projected expense of the business expansion;
- Verification of the costs/value of the assets to be funded as part of the total financing package;
- Construction plans for any proposed building improvements;
- Written cost estimates or contracts for building improvements.



City of Troy, Ohio
Small Business Development Revolving Loan Fund
Application

APPLICANT:

Name Phone Number Fax Number
Email Address Federal I.D.#:

BUSINESS:

(Borrower Name)

Name Phone Number Fax Number
Email Address Federal I.D.#:

CURRENT ADDRESS

Street City State Zip Code

NEW ADDRESS

(if relocating):

Street City State Zip Code

TYPE OF BUSINESS:

- PARTNERSHIP S CORPORATION LIMITED LIABILITY COMPANY
SOLE PROPRIETOR C CORPORATION

NAMES AND ADDRESSES OF OTHER OWNERS WITH 5% OR MORE OWNERSHIP INTEREST:

Name Address City State Zip Code Phone Number

Name Address City State Zip Code Phone Number

Name Address City State Zip Code Phone Number

Description Of Current Operation:

Four horizontal lines for text entry.

Description Of Proposed Project

Four horizontal lines for text entry.

**FINANCIAL PACKAGE REQUESTED: All applicants MUST provide 10% of the SBD Loan Amount.**

SOURCES	AMOUNT ( \$ )	USES
SBD Loan Requested:	_____	_____
Equity Provided:	_____	_____
Other Loans: Bank:	_____	_____
Bank L.O.C.:	_____	_____
Supplier:	_____	_____
Other:	_____	_____
TOTAL:	_____	_____

**INDICATE THE STATUS OF OTHER FINANCING AND WHEN IT WILL BE AVAILABLE:**

LENDER: \_\_\_\_\_  
 DATE: Name Address Contact Phone Number

LENDER: \_\_\_\_\_  
 DATE: Name Address Contact Phone Number

**CURRENT DEBT:**

LENDER: \_\_\_\_\_  
 Name Address Contact Phone Number

Original Loan: Term: Payment:

Remaining Balance: \_\_\_\_\_

LENDER: \_\_\_\_\_  
 Name Address Contact Phone Number

Original Loan: Term: Payment:

Remaining Balance: \_\_\_\_\_

LENDER: \_\_\_\_\_  
 Name Address Contact Phone Number

Original Loan: Term: Payment:

Remaining Balance: \_\_\_\_\_

LENDER: \_\_\_\_\_  
 Name Address Contact Phone Number

Original Loan: Term: Payment:

Remaining Balance: \_\_\_\_\_

PROPOSED PROJECT START DATE: \_\_\_\_\_

ESTIMATED DATE RLF LOAN IS NEEDED: \_\_\_\_\_

TOTAL NUMBER OF CURRENT EMPLOYEES: \_\_\_\_\_  
Full Time Part Time

PROPOSED NEW JOBS:  
(Enter for each year "new jobs"  
without totaling the previous year)

	1st YEAR	2nd YEAR	3rd YEAR	TOTAL
	( )	( )	( )	( )
New Full Time	New Full Time	New Full Time	New Full Time	New Full Time
( )	( )	( )	( )	( )
New Part Time	New Part Time	New Part Time	New Part Time	New Part Time

STARTING WAGE RATE FOR NEW EMPLOYEES:

JOB TITLE	# HIRES	WAGE RATE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Less than ten years = 0.5% below current Prime Rate	<b>SBD Loan Terms</b> Ten to fifteen years = current Prime Rate;	Fifteen to twenty years = current Prime Rate plus 1%.

Requested Loan Term: \_\_\_\_\_  
i.e. 5 years at 2.75%

BY SIGNING THIS FORM, I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_