



**City of Jacksonville
Revolving Loan
Application**

A. Applicant / Business Information:

Legal Name of Borrower: _____
Home Address: _____
Home Phone: _____
Contact Person: _____
Title: _____
Business Address: _____
Business Phone: _____
Email Address: _____
Type of Business / Products Produced, Services Provided: _____

Number of years in business: _____
Number of years operating at present business address: _____
Business Ownership: _____
 _____ Sole Proprietorship
 _____ Partnership
 _____ Corporation
 _____ Other (Specify) _____

Principal Owners (Individuals, address and phone of those owning 20% or more)

Present Number of Employees:	Anticipated Number of Employees:
_____ Full Time	_____ 1 Year Full Time
_____ Part Time	_____ 1 Year Part Time
	_____ 2 Year Full Time
	_____ 2 Year Part Time

(Provide listing of job classifications, salary ranges, and number of positions as a separate attachment.)

NOTE: At least 51 percent of all jobs created and/or retained must be filled by individuals meeting low-to-moderate income guidelines as established by the Illinois Department of Commerce and Economic Opportunity (Please see attached "Employer Job Certification" Form at back of this application.).



Describe the nature of the project including what is to be financed in part or in whole with Revolving Loan Funds (i.e., acquire business, acquire real property, purchase of new or used equipment, working capital).

B. Activity Detail

1. Property Acquisition

Applicable to project? Yes _____ No _____
If "Yes", complete items below.

Address (If different from business address): _____
Phone No. (If different from business phone): _____
Applicant: Owns _____ Leases _____ business property

If leased, owner's name: _____
Owner's address: _____
Terms of lease: _____ (Attach copy of lease)
Property size: _____ (Sq. ft./acreage)
Existing buildings: Total square footage occupied: _____
Approximate year constructed: _____
Proposed buildings/expansions: _____ sq. ft.
Assessed valuation of property: \$ _____ (Most recent year) Real
estate taxes paid: _____ 20 _____

2. Description of Machinery / Equipment Acquisition for Project

Applicable to project? Yes _____ No _____
If "Yes", complete items below.

Table with 2 columns: Item Description, Estimated Cost. Contains 6 rows of blank entries.

3. Description of working capital expenditures (inventory, payroll, etc.)

Applicable to project? Yes _____ No _____
If "Yes", complete items below.



Activity Description	_____	Activity Description	_____
Activity Description	_____	Activity Description	_____
Activity Description	_____	Activity Description	_____

C. Total Estimated Project Costs:

Site Acquisition	\$ _____
Site Improvements	\$ _____
New Construction	\$ _____
Building Renovations	\$ _____
Capital Equipment	\$ _____
Inventory/Working Capital	\$ _____
Other Associated Project Costs	\$ _____
TOTAL	\$ _____

Estimated target date to:

Begin Project _____
 Complete Project _____
 Occupancy/Start Up _____

Project Financing:

Approached lending institution? Yes _____ No _____

If checked "No", please explain _____

If checked "Yes", please complete the following:

Name of lending institution: _____
 Address: _____

 Contact person: _____
 Title: _____
 Phone number: _____
 Email Address: _____

Please state the amount, interest rate, and term of the lender's loan commitment.

Please attach lender commitment letter (must indicate that RLF funds are needed.)



Selecting one of the following, provide detailed justification on an attached sheet for the need for RLF funds:

[] FINANCING GAP - This argument will demonstrate that a business can raise only a portion of the financing necessary to complete the project. Reference the documentation within the application which supports this argument.

[] RATE OF RETURN - This assumes that full financing is available, but the rate of return is insufficient to induce development. Provide the rationale and cite supporting documentation.

[] LOCATIONAL - This argument is used when firm is considering multi-state location options. RLF funds are needed to equalize cost factor variations between sites. This requires disclosures for each site under consideration. This application must contain this supporting documentation.

D. Requested Use and Loan Amount through Jacksonville Economic RLF:

Use: _____
Amount: \$ _____

List other financing, use and amount, required for project:

Bank Loan	Use: _____	Amount: \$ _____
SBA Loan	Use: _____	Amount: \$ _____
Owner(s)	Use: _____	Amount: \$ _____
Other	Use: _____	Amount: \$ _____
Total		\$ _____

AGREEMENT: The undersigned applied for the loan indicated in this application to be used in connection with the project described herein. All statements made in this application are true and are made for the purpose of obtaining the loan. Verification may be obtained from any source named in this application. The applicant agrees to abide by all Jacksonville RLF requirements. The applicant agrees to furnish any additional information to the City of Jacksonville as needed to review and consider this loan request.

Signature of Applicant

Date



EMPLOYER JOB CERTIFICATION FORM

Name of Firm: _____

I/we hereby certify that we will retain/create jobs at least 51 percent of which will go to persons of low-to-moderate income.

- The number of Full Time Equivalent (FTE) jobs we intend to retain _____
- The number of Full time Equivalent (FTE) jobs we intend to create _____
- Of the figure(s) previously indicated, at least 51 percent or _____ Full Time Equivalent (FTE) jobs will go to low-to-moderate income persons as documented by completed Employee Certification Forms.

I/we further certify that these jobs will be retained and/or created within two (2) years of the applicant's approved Jacksonville Revolving Loan Fund (RLF) Application.

Signed: _____
Owner

Owner

Owner

Owner

Date



Required RLF Attachments

- A. Attach primary lender commitment letter
- B. Attach company commitment letter on company letterhead
- C. Complete and sign application form on previous pages
- D. Sign and attach Employer Job Certification Form on hiring employees, at least 51 percent of whom are low-to-moderate income
- E. Attach list of collateral offered, its value, and other liens, claims or encumbrances against the collateral

Failure to submit the documents as outlined in A through E above will mean an automatic rejection of the Jacksonville RLF Application.