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Greene County Industrial Development Authority

Revolving Loan Fund

PURPOSE: The Greene Grow Revolving Loan Fund was established to provide seed money to promote job development and business growth and expansion within Greene County.

SCOPE OF SERVICE: In addition to revolving loan funds, the GCIDA can also provide assistance in other areas such as site locations, customized work force training and development, technical assistance and tax incentives.

ELIGIBILITY CRITERIA: ► Manufacturing and industrial firms, advanced technology, computer related industries, retail, personal and professional services and export services are eligible candidates. ► Applicants must be classified as a small business with fewer than 100 full time employees. ► Eligible companies must be located in Greene County prior to loan disbursement.

LOAN CONDITIONS: ► Loans are made in conjunction with private sector lending sources and must be secured at the highest position based on available assets. In addition, corporate and personal guarantees are required. ► Terms of loans include real estate repayment up to 10 years, machinery and equipment up to 7 years and 3 years for working capital. ► Interest rate contingent upon loan committee review.

FEES: ► There is a \$15.00 credit application fee plus all applicable documentation and filing fees.

INELIGIBLE USES: As with all loan funds involving government monies, certain uses are not allowed. These include; ► speculative ventures, ► adult entertainment, ► gaming operations, ► check cashing outlets or pawnshops. ► Funds cannot be used for paying off previous debts, or for loan consolidation. All loans subject to final approval of the loan committee and the IDA Board of Directors.

FUNDED BY: United States Department of Agriculture, Rural Development
Greene County Industrial Development Authority

Your bridge to the future

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49 S. Washington Street
Waynesburg, PA 15370
Tel: 724-627-9259
Fax: 724-627-6569
TDD: 1-800-654-5984

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Greene County Industrial Development Authority

SUBJECT: REVOLVING LOAN APPLICATION PACKAGE

Dear Entrepreneur:

Thank you for your interest in the Greene County Industrial Development Authority's Revolving Loan Program. The goal of our Revolving Loan Program is to provide small businesses with loans to start-up and expand in Greene County, Pennsylvania.

Please review this package to determine if it is right for your business. Formal application requires:

- ❖ A completed application form.
- ❖ Copies of your most recent three years of tax returns, personal and business, including all schedules.
- ❖ If not in business, or in business for less than 3 years, a copy of your business plan **must** be submitted.
- ❖ Sign and return the enclosed permission form and attach a \$15.00 check for each applicant to cover the cost of the credit inquiry(s).

Mail the completed package to:

**Greene County Industrial Development Authority
49 S. Washington St.
Waynesburg, PA 15370**

Our most successful applicants supply complete application packages, demonstrate a strong potential for job creation, and show the ability to repay the loan in a timely manner. Since every business venture involves a degree of risk, an approved loan applicant may be expected to share the risk by pledging additional collateral, or in appropriate cases, a mortgage on their residence.

Once we have received your completed application and required documentation, we will arrange a site visit as quickly as possible. We look forward to working with you in the near future!

Your bridge to the future

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Business Credit Application

Section I-General Information

Company Legal Name: _____ Phone: _____

Number of Employees: _____ Fax: _____

Company Address: _____ City: _____ State: _____ Zip: _____

Company Mailing Address: _____ City: _____ State: _____ Zip: _____

Are facilities owned or leased _____ Monthly Pmt. _____ Years in Business _____

Tax ID # _____ Type of Business (SIC) _____ Gross Annual Sales _____

Business Structure: Sole Proprietorship Partnership S Corporation C Corporation Limited Liability Corp./Company

Section II-Credit Request Information

How much would you like to borrow and requested payment terms: \$ _____ Term _____

How are you using the funds: _____

What is your collateral and its estimated value: _____

If more space is needed for answers, please attach additional sheets to this form.

Section III-Company Owners (20% or more) If applicable; or Company Officers

Name	Title	SS #	Percent of Ownership

Section IV-Outstanding Business Loans

Lender	Type of Loan	Current Balance	Monthly Payment	Secured By

Section V-Other Information

Any unsettled lawsuits, judgments, or disputes: Yes No If yes, what and why _____

Bankruptcy ever filed by business: Yes No If yes, when _____
Any outstanding tax obligations: Yes No If yes, why _____

Section VI-Other Financial Services Used By Company/Owner

Service	Yes	No	If yes, name of provider	Balance
Checking Account				\$
Savings Account				\$
Cash Management				\$
Other:				\$
				\$

GCIDA may check credit and trade references in reviewing this application, and disclose information about its credit experienced with applicant, as authorized by the law.

GCIDA may also check the personal credit history of the principal owner(s) and/or key individual(s), in addition to the information requested on this application.

GCIDA may subsequently request additional information from applicant.

Signature

As an authorized agent of the applicant company, I have stated that everything in the application and information submitted along with the application is true. I (we) agree the Greene County Industrial Development Authority may provide information about me (us) or my (our) accounts to others.

Authorized Signature (must be officer of company)

Title

Printed Name

Date

Authorized Signature

Title

Printed Name

Date

Check List Of Attachments:

THE FOLLOWING DOCUMENTS ARE REQUIRED:

- ____ A FIRST YEAR CASH FLOW PROJECTION (PRESUMING THIS LOAN)
- ____ COPY OF YOUR BUSINESS PLAN (FREE HELP WITH YOUR PLAN IS AVAILABLE)
- ____ YOUR PERSONAL FEDERAL INCOME TAX RETURNS FOR THE PAST THREE YEARS
- ____ BUSINESS FEDERAL TAX RETURNS FOR THE PAST THREE YEARS (IF AVAILABLE)
- ____ PROFIT AND LOSS STATEMENT (IF AVAILABLE)
- ____ BALANCE SHEET (IF AVAILABLE)

**If the business is a corporation, you must enclose a copy of your state acknowledgment of articles on incorporation.*

**If the business is a partnership, you must provide a copy of your Partnership Agreement.*

NOTES:

If you plan to offer collateral, documentation must be available to demonstrate ownership.

PERSONAL FINANCIAL STATEMENT

To Applicant – Provide a separate statement for each person owning 20% or more of business or guarantors

Name	Social Security Number	Date of Birth
1	1	1
2	2	2

Home Address	Home Phone
1	1
2	2

Instructions **Date of Statement**
 1. Total Assets should equal Total Liabilities + Net Worth
 2. Please note a jointly owned asset by placing an "X" in the Jointly Owned column (J.O.)

Assets	J.O.	Liabilities
CASH		REAL ESTATE MORTGAGE (COMPLETE SCHEDULE 2)
INVESTMENTS – STOCKS & BONDS (COMPLETE SCHEDULE 1)		INSTALLMENT LOANS (NUMBER) PAYMENTS AT \$
ACCOUNTS & LOANS RECEIVABLE		CREDIT CARD
REAL ESTATE OWNED (COMPLETE SECHEDULE 2)		FEDERAL INCOME TAX
AUTO YEAR MAKE		OTHER LIABILITIES
AUTO YEAR MAKE		TOTAL LIABILITIES
INDIVIDUAL RETIREMENT ACCOUNT/ PENSION FUND		NET WORTH (TOTAL ASSETS MINUS TOTAL LIABILITES)
OTHER ASSETS		
TOTAL ASSETS	\$	TOTAL LIABILITIES + NET WORTH

Sources of Income	Personal Information
ALIMONY-CHILD SUPPORT Inclusion of alimony, separate maintenance, or child support as income is voluntary and need not be revealed if you do not wish to have it considered. If you choose to include such payments please describe it by the court and case number, the amount and the name and address of the person obligated to pay that amount to you. If you are responsible for paying alimony, separate maintenance or child support please give particulars of he obligation along with your other obligations.	OCCUPATION OR TYPE OF BUSINESS
	1
	2
SALARY	EMPLOYER
1	1
2	2
BONUS & COMMISSIONS	HOW LONG EMPLOYED
DIVIDENDS & INTEREST	1
NET RENTS & ROYALTIES	2
OTHER (ITEMIZE)	POSITION HELD
TOTAL ANNUAL INCOME	1
	2

OTHER INFORMATION	ENDORSEER OR COMAKER ON NOTES?	1.) YES	NO	2.) YES	NO	BRIEF DESCRIPTION
	DEFENDANT IN ANY LEGAL ACTION?	1.) YES	NO	2.) YES	NO	
	BANKRUPTCY EVER FILED?	1.) YES	NO	2.) YES	NO	

SCHEDULE 1	DESCRIPTION	REGISTERED IN NAME OF	NO SHARES OR PAR	TOTAL MARKET VALUE	WHERE PLEDGED
INVESTMENTS STOCKS & BONDS					

SCHEDULE 2	DESCRIPTION AND LOCATION	TITLE IN NAME OF	MARKET VALUE	MORTGAGE LENDER	BALANCE	MONTHLY PAYMENT
REAL ESTATE OWNED						

You confirm that this application is given to us for the purpose of obtaining credit from time to time, you have read it and it is true and complete: and you authorize us to obtain information from others concerning your credit standing and other relevant information impacting this application and to provide to others information about our transactions and experienced with you in addition to the information requested on the application. GCIDA may subsequently request additional information from you. **IMPORTANT INFORMATION:** Except as otherwise prohibited by law, you agree and consent that we, GCIDA may share all information about you that we have or may obtain. Under the Fair Credit Reporting Act, there is certain credit information that cannot be shared if you tell us by writing to GCIDA 49 S Washington St. , Waynesburg PA 15370 including your name, address and social security number.

SIGNATURE _____ DATE _____
 SIGNATURE _____ DATE _____

PERMISSION FOR CREDIT INQUIRIES

I/We authorized the Greene County Industrial Development Authority (Lender) to make whatever credit inquiries are required in support of this loan application and at any time during the loan period. I/We authorize and instruct any person or consumer-reporting agency to comply and furnish to Lender any information it may have or obtain in response to such credit inquiries and agree that the same will remain Lender's property whether or not a loan is granted.

I/We recognize that we are seeking a loan from a non-profit organization composed of volunteers working to help our community. In consideration of Lender reviewing this application, we hereby expressly release, waive and discharge the Greene County Industrial Development Authority and its directors, officers, employees and agents from any and all claims arising out of or related to this loan application or any loan we may or may not receive, as well as any subsequent dealings we may have with the Greene County Industrial Development Authority, especially with respect to any consultation and Technical Assistance which might be provided. We understand that, without this release, the Greene County Industrial Development Authority will not consider our loan request.

All information set forth in this application is declared to be a true representation of the facts for the purpose of obtaining this loan, and I/We recognize that any willful misrepresentation on this application could result in criminal action.

(Business Name)

(Borrower's Signature)

(Print Borrower's Name & S. S. Number)

(Partner or Co-signer)

(Print Partner or Co-signer's Name & S.S. Number)

*Suretyship Signer (Print & Sign Name)

Address

S.S. Number

*Suretyship Signer (Print & Sign Name)

Address

S.S. Number

WITNESS:

(Signature)

(Print Name)

(Date)

*****NOTE*****

*Often, in order to grant an applicant the loan requested, it is necessary for GCIDA to ask for a Suretyship Signer—someone who will guarantee the loan if the Borrower is unable to pay or if the collateral offered is jointly owned.

In order for us to assure ourselves that this Surety Signer has the financial substance to back the Borrower's pledge, it is necessary for us to request a credit report on the Surety Signer(s).

Therefore, if you, the Borrower, can foresee the need for a Surety Signer, it can measurably shorten the time to loan closing if you get their signature(s) address(s) and Social Security number(s) early in the application process, like now.

Please attach a check for \$15.00 to cover the cost of credit investigations.

Make check payable to: GCIDA

Thank you.

Loan Request Certification Form

Greene County Industrial Development Authority
49 S Washington Street
Waynesburg, PA 15370

RE: APPLICATION

I hereby certify that I am unable to obtain sufficient credit elsewhere to finance my actual needs at reasonable rates and terms, taking into consideration prevailing private and cooperative rates and terms in my community area.

GCIDA's participation in my proposed project is essential in finalizing my overall package.

Date

Signature of Applicant

Date

Signature of Applicant

INFORMATION FOR GOVERNMENT MONITORING PURPOSES

The following information is requested by the Federal Government for certain types of loans related to a dwelling in order to monitor the lender's compliance with equal credit opportunity, fair housing and home mortgage disclosure laws. You are not required to furnish this information, but are encouraged to do so. The law provides that a lender may discriminate neither on the basis of this information, or on whether you choose to furnish it. If you furnish the information, please provide both ethnicity and race. For race, you may check more than one designation. If you do not furnish ethnicity, race, or sex, under Federal regulations, this lender is required to note the information on the basis of visual observation or surname. If you do not wish to furnish the information, please check the box below.

(Lender must review the above material to assure the disclosures satisfy all requirements to which the lender is subject under applicable state law for the particular type of loan applied for.)

BORROWER	CO-BORROWER
<input type="checkbox"/> I do not wish to furnish this information	<input type="checkbox"/> I do not wish to furnish this information
Ethnicity: <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	Ethnicity: <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino
Race: <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Black or African American <input type="checkbox"/> White <input type="checkbox"/> Asian	Race: <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Black or African American <input type="checkbox"/> White <input type="checkbox"/> Asian
Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male	Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male
To be Completed by Interviewer This application was taken by: <input type="checkbox"/> face-to-face interview <input type="checkbox"/> by telephone <input type="checkbox"/> by mail <input type="checkbox"/> internet	Name & Address of Interviewer's Employer:
Interviewer's Name (<i>Print or Type</i>)	Interviewer's Phone Number
Interviewer's Signature	Date

"Greene County Industrial Development Authority (GCIDA) is an equal opportunity provider, employer and lender."
 To file a complaint of discrimination write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue,
 S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).