

**City of Columbia
Office of Business Opportunities**

1225 Lady Street
Columbia, South Carolina 29201
(803) 545-3950



For Office Use Only:
SIC CODE _____
Council Dist _____
Zoning _____

Loan Application

Commercial Revolving Loan Fund

Company Name: _____ Date Established: _____
(Please Print)

Street Address: _____ Federal Tax ID# _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Form of Ownership: Sole Proprietor___ Corporation___ Partnership___ Type of Business _____

Are you currently a party to any lawsuits or pending lawsuits? _____

Are you currently in or have you ever been in bankruptcy? _____

Please note that a minimum credit score of 600 is required to be eligible for financing. Applicants are responsible for fees for credit reports and up to up to two reports may be required for score verification.

OWNERSHIP INFORMATION *(List below all owners and officers, directors, partners, with 20% or more total stock)*

Owner(s) Name (Please Print) Social Security #(Required) %Ownership Title # Years with Company

PRINCIPAL OFFICER (S)/MANAGER (S)

Name Title # Years with Company

Is this business a Start-up or seeking an Expansion? _____

If this is an Expansion, what is the current number of employees? _____ (Upon approval, a detailed demographic report will be required)

What is the projected number of new employees after start-up or expansion? _____
(You have 3 yrs to hire the above amt.)

What type of Business Insurance do you currently have? _____

Current Financial Institution(s) Contact Person Phone #

SOURCES OF TOTAL PROJECT COST

Total Projected Cost: *(List detail on reverse)* \$ _____ *(This should equal the three (3) sources listed below.)*

Owner Funds: \$ _____ Bank Loan: \$ _____ City Loan: \$ _____

Purpose of Loan (s): _____

Target Date for Loan (s): _____

Applicant Representatives' name, address & phone:

Bank contact: _____

Attorney: _____

Accountant: _____

PLEASE SUBMIT A NON-REFUNDABLE APPLICATION FEE OF \$100.00 PLUS \$19.00 CREDIT REPORT FEE FOR EACH OWNER:
Checks Only/No Cash Amount Attached \$ _____

I/We hereby certify that the above information is a true and accurate description of the facts as of this date.

Name: _____ Title: _____ Date: _____

Name: _____ Title: _____ Date: _____

Please complete reverse side.

Please provide any additional signatures if necessary:

Conflict of Interest and Disclosure Certification Attached: Yes No

Estimated Costs of Proposed Project:

Land Acquisition \$ _____

New Building Construction \$ _____

Land & Building Acquisition \$ _____

Acquisition of Machinery/Equipment \$ _____

Inventory Purchase \$ _____

Working Capital \$ _____

Acquisition of Existing Business \$ _____

Debt Reduction \$ _____

Space Upfit \$ _____

Other: _____ \$ _____

Total Estimated Project Amount \$ _____

Owner Funds to be used in Project \$ _____

Estimated Loan Amount Requested \$ _____

LOAN APPLICATION REQUIRED DOCUMENTATION CHECKLIST

- _____ Completed City of Columbia Loan Application:
 - _____ Copy of Lender’s Need Letter and Commitment Letter
 - _____ Attach a List of all Collateral and Value Offered as Security for this Loan (New Collateral Purchases will Require an Appraisal or Invoice)
- _____ Completed Business Plan to include:
 - _____ Description of Business (What do you do? How do you do it? Etc.)
 - _____ Marketing Plan (How will you sell your product or service)
 - _____ List & Description of Competition
 - _____ History of Business
 - _____ Management Resumes
 - _____ List & Description of Jobs to be Created by this Loan, Including Salary and Wage Information and the Number of Hours to be Worked PER WEEK for each Job.
- _____ Existing Businesses (In Operation for at Least One Year) including:
 - _____ Financial Statements for Preceding Three (3) years (All Pages) to include Balance Sheets, P&Ls and Income Statements
 - _____ Federal/State Tax Returns for Preceding Three (3) years (All Pages)
- _____ New Businesses (Including Start-Up and in Operation for Less Than One Year):
 - _____ Financial Statement Year-to-Date (For businesses in Operation for Less Than One Year)
 - _____ Detailed MONTHLY projections of first year’s earnings (include all assumptions)
- _____ All Businesses:
 - _____ Detailed Annual Financial Projections for next Three (3) years (include assumptions)
 - _____ Federal/State Tax Returns for Preceding Three (3) years on all Owners (all pages)
 - _____ Current Personal Financial Statements on all Owners
- _____ Copy of Contract of Sale (when applicable)
- _____ Copy of Current City Business License or supply when acquired
- _____ Loan Application Fee of \$100.00
- _____ Credit Bureau Fee of \$19.00 per report per Owner **Please note that a minimum credit score of 600 is required for financing and up to 2 reports may be necessary for score verification.**

Construction Projects (Including Remodeling and Up-Fit) Require the Following:

- _____ Plans and Specifications of Proposed Construction
- _____ Architectural and Engineering Drawings of Proposed Construction
- _____ Detailed Construction Estimate from a Contractor to Include all Costs
(All Contractors and Sub-Contractors used must be Licensed and Bonded to work in the City of Columbia)

Important Note: All construction projects will require a thorough review by City of Columbia Commercial Revolving Loan Committee.

Additional information other than that listed above may be required by the City of Columbia depending on the nature of the loan request. **A One (1) Percent Origination Fee will be due at the Loan Closing if this Loan Request is approved.**