

**COSHOCTON PORT AUTHORITY
REVOLVING LOAN FUND**

File Checklist

The CPA Executive Director (or designee) shall provide this checklist to the Revolving Loan Fund Committee (RLFC).

Client Name: _____

RLF Loan Request Amount: _____

Section I: Items to be completed prior to the time the RLFC formally considers a loan request.

ITEM	COMPLETED		COMMENTS
	YES	NO	
Completed Application			
Credit Report (Less than 30 days old)			Authorization form included.
Credit Report Fee \$30.00 if CPA needs to Provide Report			
Criminal Background Check (Recommended)			
Business Plan			Steve Schillig can assist.
Project Description & Budget			Steve Schillig can assist.
Debt Schedule			
Three Prior Years Tax Returns			
Current Profit and Loss and Balance Statement			
Three (3) Years Projected Financial Statements			Steve Schillig can assist.
Resumes of Officers and Key Management Personnel			
Letter of Commitment from Participating Bank			If Loan is over \$7500, if under \$7500 just a letter of good standing from Bank.
Certification of US Citizenship (Driver's License or Social Security Card)			
Statement of Jobs Created or Retained			
Proof of Insurance life, property and casualty			
Proof of Workers Compensation			
Agreement to Report Annually			A business update annually

I certify that the above items have been properly completed and are in the applicant's loan request file.

Signature

Section II: Revolving Loan Fund Committee Analysis

RLFC analysis and recommendations executed by attending Committee Members.

RLFC Chair

Section III: Items to be completed after the RLFC approves a loan request.

ITEM	COMPLETED		COMMENTS
	YES	NO	
CPA Loan Approval Letter			
Loan Agreement			
Promissory Note			
Amortization Schedule			
Security Agreement (collateral)			
Personal/Corporate Guarantees (if applicable)			
Letter of Credit (if required)			
Evidence of Disbursement of Loan Proceeds			
Payment of Closing Costs			

I certify that the above items have been properly completed and are in the applicant's loan request file.

Signature

COSHOCTON PORT AUTHORITY REVOLVING LOAN FUND



PROJECT APPLICATION

**Coshocton Port Authority
106 South Fourth Street
Coshocton, Ohio 43812
(740) 622-7005**

"This institution is an equal opportunity provider and employer"

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442 or email at program.intake@usda.gov

I. Applicant

Name of Company/Applicant: _____
Name of Borrower (if different): _____
Relationship of Borrower to Company: _____
Street Address for Company: _____
City: _____ State: _____ Zip: _____
Contact Person: _____
Contact Person Title: _____
Telephone Number: _____ Fax Number: _____
Contact Person Email: _____
Federal Tax Identification Number: _____

II. Principal Officers/Owners (10% or more ownership)

Name & Title: _____
Percent of Ownership: _____ Social Security Number: _____
Name & Title: _____
Percent of Ownership: _____ Social Security Number: _____
Name & Title: _____
Percent of Ownership: _____ Social Security Number: _____
Attach additional information if necessary.

III. Information on Existing Business

Type of Business: _____
Principal Product/Service: _____
Four Digit SIC #: _____ Date Established: _____

Bank(s) in which business has existing accounts

Bank Name: _____
Contact: _____ Telephone: _____
Bank Name: _____
Contact: _____ Telephone: _____
Bank Name: _____
Contact: _____ Telephone: _____

IV. Description of Proposed Project

Location: _____

Address: _____

City/Village/Township: _____

County: _____ (Project must be in Coshocton County)

If relocation, indicate from where: _____ Existing Employment _____

Will new jobs be created? _____ If yes, how many over a three year period? _____

Will jobs be retained? _____ How many will be retained? _____

Justify need for loan for job retention: _____

Project Description: _____

Product/Services to be provided or manufactured:

Project Type: Retention Expansion Start Up

V. Amount of Coshocton Port Authority Funds Being Requested: \$ _____

Use of Port Authority RLF Funds _____

VI. Project Budget – Sources and Use of Funds

Sources of Funds:

Owners Equity (Cash) _____

Port Authority RLF Funding _____

Bank Financing _____

(Provide name of participating lender, rate and term)

Other _____

Other _____

 Total Sources of Funds _____

Use of Funds:

Construction (discouraged) _____

Real Estate Acquisition _____

Renovation (discouraged) _____

Machinery & Equipment _____

Other _____

 Total Use of Funds _____

VII. Time Frame

Project Start Date: _____ Completion Date: _____

VIII. Insurance Information (REQUIRED)

Life Insurance on Key Principal Officers/Owners: (amount) _____

Agent name, _____ Phone Number: _____

Agent's address _____

Policy Number: _____

Property/Casualty Insurance: (amount) _____

Agent name, _____ Phone Number: _____

Agent's address _____

Policy Number: _____

Worker's Compensation Coverage: (amount) _____

Agent name, _____ Phone Number: _____

Agent's address _____

Policy Number: _____

Business Insurance: (amount) _____

Agent name, _____ Phone Number: _____

Agent's address _____

Policy Number: _____

IX. Other Requirements

- or
- Credit report less than 30 days old from your bank should be attached.
 - Credit Report Authorization form completed with payment of \$30.00
 - Proof of U.S. citizenship – attach a copy of passport(s). If passports are not available compose a brief statement on company letterhead stating that you are a citizen of the United States and indicating place of birth. This statement must be signed by all owners, including both husband and wife, even if only the husband or wife is the primary owner. To be eligible for the RLF Program at least 51% of the outstanding interest in the project must be owned by those who are citizens of the United States or reside in the United States after being legally admitted for permanent residence.
 - Project meets the definition of a small and emerging private business. Small and emerging means any private business enterprise which will employ 50 or fewer new employees and has less than \$1 million in projected gross revenues. (See Program Information for further definitions of "private business" and "gross revenues".)

X. The following information must be submitted with your Project Application to receive consideration:

- Completed Application
- Credit Report (Less than 30 days old)
- Credit Report Fee \$30.00 if CPA needs to Provide Report
- Criminal Background Check (Recommended)
- Business Plan
- Project Description & Budget
- Debt Schedule (Current Loans and Monthly Expenses)
- Three Prior Years Tax Returns
- Current Profit and Loss and Balance Statement
- Three (3) Years Projected Financial Statements
- Resumes of Officers and Key Management Personnel
- Letter of Commitment from Participating Bank
- Certification of US Citizenship (Driver's License or Social Security Card)
- Statement of Jobs Created or Retained
- Proof of Insurance life, property and casualty
- Proof of Workers Compensation
- Agreement to Report Annually

XI. Application Fee

A non-refundable application fee of \$100.00 is required, payable with the submission of the application to the Port Authority. Applicant will be required to pay estimated legal fees after loan approval but prior to closing. Applicant will be required to pay all other closing costs at the time of closing.

Submission Acknowledgement

As authorized agent of the Applicant Company, I hereby submit this Initial Project Application. All information submitted on or with this application is accurate to the best of my knowledge. I also understand that additional information may be requested by the Coshocton Port Authority. I further understand that this document in no way constitutes a commitment of funds by the Coshocton Port Authority.

Name: _____

Signature: _____

Title: _____ Date: _____

Witness: _____ Date: _____

I authorize the Coshocton Port Authority, and the appropriate entities on its behalf, to verify information in this application including, but not limited to my credit history, status of existing, debt service to current creditors, vendors, insurance, and taxes to obtain a credit report from a credit reporting agency.

The following information is requested by the Federal Government for certain types of loans in order to monitor the lender's compliance with equal credit opportunity. You are not required to furnish this information, but are encouraged to do so. The law requires that a lender may neither discriminate on the basis of this information, nor on whether you choose to furnish it. However, if you choose not to furnish it, under Federal regulations, this lender is required to note race/ethnicity on the basis of visual observation or surname. If you choose not to furnish the above information, please check the box below.

I do not wish to participate

Please check all that apply:

RACE

American Indian/Alaska Native _____
Asian _____
Black or African American _____
Native Hawaiian or Other Pacific Islander _____
White _____

ETHNICITY

Hispanic or Latino _____
Not Hispanic or Latino _____

GENDER

Male _____
Female _____

Veteran _____

Disabled _____

Signature

Date



Credit Report Authorization Form

Applicant Name: _____

Social Security Number: _____ - _____ - _____ DOB: _____

Co-Applicant Name: _____

Social Security Number: _____ - _____ - _____ DOB: _____

Residence Address: _____ City: _____

State: _____ Zip Code: _____ Phone: _____

Business Name: _____

Business EIN: _____ - _____

Business Address: _____ City: _____

State: _____ Zip Code: _____ Phone: _____

Email: _____

Previous Address: _____ City: _____

State: _____ Zip Code: _____

Driver's License #: _____ State: _____

*** PLEASE INCLUDE A COPY OF A VALID DRIVERS LICENSE***

The Ohio laws against discrimination require that all creditors make credit equally available to all creditworthy customers, and that credit reporting agencies maintain separate credit histories on each individual. The Ohio Civil Rights Commission administers compliance with this law.

In connection with any loans I (we) _____ have agreed to guaranty, or in connection with loans to businesses in which I (we) are owners, principals, or officers by signing below I (we) have given Coshocton Port Authority of 106 South 6th Street, Coshocton OH 43812, permission to obtain my (our) credit and employment history from an authorized credit reporting agency prior to and through-out the term of the loan, should a loan be approved.

The undersigned certifies that the information provided therein has been carefully read and is true, correct, and complete.

Signature: _____ Date: _____

Signature: _____ Date: _____

*****A non-refundable Fee of \$30.00 will be collected for each report*****

Date:

Name of Creditor:	Original Amount	Present Balance	Orig. # of Mo.	Int. Rate	Mo. Pymt.	Maturity	Security	Next due date

Personal:

Name of Creditor:	Original Amount	Present Balance	Orig. # of Mo.	Int. Rate	Mo. Payment	Maturity	Security	Next due date

Related/Contingent Debt:

Name of Creditor:	Original Amount	Present Balance	Orig. # of Mo.	Int. Rate	Mo. Payment	Maturity	Security	Next due date

Signature _____ Date _____