

City Of Oneonta



Oneonta Downtown Improvement Program II

Loan Application Forms

January 2009

APPLICATION
Oneonta Downtown Improvement Program II
City of Oneonta

APPLICANT INFORMATION

Name of Applicant: _____ Phone: _____

Name of Business: _____

Building/Business Address: _____

Home Address: _____ Phone: _____

Total Project Costs: \$ _____ Funds Requested: \$ _____

PROJECT DESCRIPTION

Describe what you would like to do and why you need the funding requested. Attach additional pages and other explanatory materials if necessary. For residential rehabilitation, please reference the number of residential units the project will rehabilitate and the number of tenants assisted over a three to five year period.

Proposed Use of Funds:

Façade Improvements

Storefront Improvements \$ _____

Building Façade Improvements \$ _____

Residential Improvements

Heating/Cooling/Insulation/Energy

Conservation Measures \$ _____

Lighting/Bathroom/Kitchen Fixtures \$ _____

Interior Residential Improvements \$ _____

Other: _____ \$ _____
_____ \$ _____

SOURCES AND USES OF FUNDS

SOURCE OF FUNDS	AMOUNT OF FUNDS	USE OF FUNDS
Oneonta Downtown Improvement Program II	_____	_____
Lender	_____	_____
Equity	_____	_____

EXISTING HOUSING UNITS

How many residential rental units do you presently have? _____

PROPOSED REHABILITATED HOUSING UNITS

How many residential rental units will be renovated/created? _____ All residents must complete the Project Beneficiary Characteristics Form included in Attachment 7.

	# of Unit Renovated	# of Bedrooms	Projected Date of Completion
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

CREDIT HISTORY / LITIGATION STATUS

Have you or your business been involved in a bankruptcy in the last five years?

Yes _____ No _____

If yes, please explain

Please provide a copy of your most current personal and or business credit report, as applicable. Please include this in Attachment 6.

Are you or your business currently involved in any litigation? Yes _____ No _____

If yes, please explain _____

CITY TAX AND CODE COMPLIANCE STATUS

Are you and your business current on all Oneonta taxes? Yes _____ No _____

If no, please explain _____

Is the property/building proposed for improvement currently in compliance with City codes?

Yes _____ No _____

If no, the project must bring the building into compliance with City codes.

PROJECT COSTS

Provide cost quotations for proposed improvements and equipment/fixture purchases. Please include this documentation as applicable in Attachment 6.

REFERENCES

Provide the names and phone numbers of three customer and/or vendor references:

1. _____
2. _____
3. _____

OTHER INVOLVED PERSONS

Please provide the name and phone number of the persons that might be involved in your project:

Attorney: _____

Banker: _____

Accountant: _____

Other (list): _____

FINANCIAL INFORMATION

All applicants must submit the following documents as part of this Downtown Oneonta Investment Program II application. Documents may be submitted to bank as part of Commercial Application.

1. Commercial Loan Application (Attachment 1).
2. Personal Financial Statement of each owner (Attachment 2).
3. The most recent three years business and personal tax returns. Existing businesses should also provide the most current Profit and Loss Statement and most current balance sheet (Attachment 3).
4. Brief history and description of business (Attachment 4).
5. Current or proposed Business Plan, including three-year pro-forma/projection that supports the ability to repay the financial assistance requested (Attachment 5).
6. Additional information requested (Attachment 6) including but not limited to:
 - Current Personal and Business Credit Report.
 - Cost quotations for project components.
 - Other information requested.

CERTIFICATION

I hereby certify that the information included in this application is true and correct.

Applicant Name: _____

Applicant Signature: _____ Date: _____

City of Oneonta – Oneonta Downtown Improvement Program II

ATTACHMENT 1

Commercial Loan Application

City of Oneonta – Oneonta Downtown Improvement Program II

ATTACHMENT 2

Personal Financial Statement

City of Oneonta – Oneonta Downtown Improvement Program II

ATTACHMENT 3

Tax Returns from Three Most Recent Years

City of Oneonta – Oneonta Downtown Improvement Program II

ATTACHMENT 4

Brief Description and History of Business

City of Oneonta – Oneonta Downtown Improvement Program II

ATTACHMENT 5

Current Business Plan and Pro-forma

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ATTACHMENT 6

Other Information Requested

Personal and Business Credit Report (If Needed)

Cost Quotations

Other: _____

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ATTACHMENT 7

Project Beneficiary Characteristics Form