



P.O. Box 205
Lancaster, NH 03584
(603) 788-3900
www.coosedc.org

LOAN APPLICATION

Coös Economic Development Corporation (CEDC)

If you need assistance completing this application, please email us at excedirector@coosedc.org

Part A: BUSINESS INFORMATION

REGISTERED Name of Business Primary Business Activity
Legal Structure (check one): Sole Proprietor Corporation (S or C) Limited Liability Company (LLC)
Limited Partnership (LP) Limited Liability Partnership (LLP)

State Incorporated or Registered Month/Year Established Business Tax ID Number

(Physical) Street Address City State Zip County

(Mailing) Address (if different) City State Zip

( ) ( ) Telephone Fax E-mail/Website Addresses

( ) ( ) Accountant Name/Phone # Attorney Name/Phone #

How many employees, including the owners, does the business have now? full time \* part time \*\*
How many employees will you hire as a result of this proposed financing? full time \* part time \*\*
\* full time equals 30.5 hours or more/week \*\* part time equals less than 30.5 hours/week

Information About Management: List all officers, directors and/or partners having a 20% or greater ownership interest.

Name and Title % of Ownership SSN #
Address Annual Compensation Date of Birth
Name and Title % of Ownership SSN #
Address Annual Compensation Date of Birth

(Continue on another sheet if necessary)

**Part B: PERSONAL INFORMATION**

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
**Business Owner** Name (last, first, middle)      Social Security #      Date of Birth

\_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
 Street Address                      City                      State                      Zip                      Home Telephone

County you reside in: \_\_\_\_\_      Years at the above address: \_\_\_\_\_

\_\_\_\_\_ \_\_\_\_\_  
 Name of Employer                      Position and Length of Employment (years)

Work telephone: (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
**Co-applicant** Name (last, first, middle)      Social Security #      Date of Birth

\_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
 Street Address                      City                      State                      Zip                      Home Telephone

County you reside in: \_\_\_\_\_      Years at the above address: \_\_\_\_\_

\_\_\_\_\_ \_\_\_\_\_  
 Name of Employer                      Position and Length of Employment (years)

Work telephone: (\_\_\_\_\_) \_\_\_\_\_

**Part C: LOAN REQUEST**

	Amount	Specific list of items to be purchased
Working Capital	\$ _____	_____
Inventory	_____	_____
Machinery/Equipment	_____	_____
Furniture/Fixtures	_____	_____
Real Estate	_____	_____
<b>Total Loan Request</b>	<b>\$ _____</b>	_____

Dollar amount **you** will contribute to this request? \$ \_\_\_\_\_

How will the financing improve your business? \_\_\_\_\_

What collateral will secure the loan? \_\_\_\_\_

Name & address of insurance company \_\_\_\_\_

Indicate if any collateral will be subject to subordinate or superior liens \_\_\_\_\_

**Part D: DEMOGRAPHIC INFORMATION (Optional)**

The following information is requested by the Federal Government in order to monitor the Lender’s compliance with the Equal Credit Opportunity Act. You are **not** required to furnish this information, but are encouraged to do so.

The law requires that the Lender may neither discriminate on the basis of this information, or on whether you choose to furnish it. However, if you choose not to furnish it, under Federal regulations the Lender is required to note race and sex on the basis of visual observation or surname.

**Business Owner:** I do not wish to furnish this information

	Female	Male	_____ Age	_____ % Ownership
<b>Ethnicity:</b>	Hispanic or Latino		Not Hispanic or Latino	
<b>Race:</b>	American Indian/Alaskan Native		Asian	Black or African American
	Native Hawaiian or Other Pacific Islander		White	Other
<b>Veteran Status:</b>	Non-Vet		Vietnam Era	Other Vet

**Co-applicant:** I do not wish to furnish this information

	Female	Male	_____ Age	_____ % Ownership
<b>Ethnicity:</b>	Hispanic or Latino		Not Hispanic or Latino	
<b>Race:</b>	American Indian/Alaskan Native		Asian	Black or African American
	Native Hawaiian or Other Pacific Islander		White	Other
<b>Veteran Status:</b>	Non-Vet		Vietnam Era	Other Vet

**Please circle correct answer (Required)**

- 1. Have you or any officers of the company ever been involved in bankruptcy proceedings?      **Yes**      **No**
- 2. Are you or your business involved in any pending lawsuits, liens or judgments?      **Yes**      **No**

**(Please provide details on a separate page if you answered Yes to either of the above questions)**

- 3. If you are required to pay child support, are all required child support obligations current?

Primary Applicant	<b>Yes</b>	<b>No</b>	<b>Not Applicable</b>
Co-applicant	<b>Yes</b>	<b>No</b>	<b>Not Applicable</b>

- 4. Is at least 51% of the outstanding membership or ownership of your business owned by either United States Citizens or residents of the United States after being legally admitted for permanent residence (green card holders)?

**Yes      No**

Please be aware that you **may** be required to show evidence that you have sought these funds from conventional loan sources (i.e. Commercial Banks), but have been unsuccessful.

Undersigned hereby certifies that the enclosed application information including all attachments, exhibits, schedules, and supporting documents are valid, accurate and complete as of the stated date(s). These statements are made for the purpose of obtaining a loan. False statements may result in the forfeiture of benefits. I/We authorize disclosure of all information submitted in connection with this application to any financial institution interested in participating in this financing. I/We consent to have CEDC or any servicing agent appointed by CEDC obtain any and all information regarding my/our employment, checking, and/or savings accounts, credit obligations and all other credit matters which it may require in connection with this application. I/We certify that financing cannot be obtained from conventional credit sources, except when CEDC involvement would induce participation from conventional sources. I/We understand that the CEDC lending decision may be a matter of public record, since some of CEDC loan funds are derived from state or federal sources.

Attached is a copy of CEDC Financial Privacy Policy.

If applicant is a **Corporation, LLC, LP, or LLP**, sign below:

Name of Company \_\_\_\_\_

Name and Title of Company Officer (please print) \_\_\_\_\_

By: \_\_\_\_\_  
Signature of Company Officer

Date \_\_\_\_\_

If applicant is an **Individual(s)**, sign below:

**PRIMARY APPLICANT:**

**CO-APPLICANT:**

Name (please print) \_\_\_\_\_

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, handicap, or age (provided that the applicant has the capacity to enter into a binding contract), and because all or parts of the applicant's income is derived from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal Agency that administers compliance with this law concerning this credit is the Federal Trade Commission. If a person believes he or she was denied assistance in violation of this law, they should contact the Federal Trade Commission, Washington, DC 20580.

**CEDC Loan Application**  
Revised 06/05/2019

**CREDIT AUTHORIZATION**

I hereby authorize the servicing agent on behalf of the CEDC Revolving Loan Fund, to conduct credit investigations and verifications and to obtain credit bureau reports (including consumer and/or business credit reports) on the undersigned and any other entity of which I am a principal.

In addition, and notwithstanding anything to the contrary, I also expressly authorize the release of any financial/organizational information or data from third party sources (Banks, Financial Institutions, Insurance Companies, Attorneys, Accountants, Credit Unions, etc.) to the Coös Economic Development Corporation upon its written or verbal request.

\_\_\_\_\_  
Date (Signature)  
  
\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
Date (Signature)  
  
\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
Date (Signature)  
  
\_\_\_\_\_  
(Printed Name)

Please answer the following on a separate sheet:

- 1) Please provide a narrative outlining the proposed use of funds and how they will be used in your business plan.
- 2) What do you expect will be the effect of a loan from the Revolving Loan Fund?
- 3) How will the Revolving Loan Fund enable you to make business improvements or business expansions which would not be possible using solely conventional financing sources?
- 4) How will the Revolving Loan Fund allow you to create and/or retain employment opportunities?
- 5) Number of jobs to be created? \_\_\_\_\_ Number of jobs to be retained? \_\_\_\_\_

**Items to be included with your Loan Application:**

- Last three year's Business Tax Returns (if applicable)
- Business plan and/or cash flow analysis for your business.
- Articles of Organization for the borrower (if applicable)
- Last three year's Personal Tax Returns
- Schedule of all business and personal debts (listed separately) to include balance, payment amounts and maturity dates – see attached excel form
- Detailed list of assets being pledged as collateral, include year / make / model / serial number (if applicable) and estimated value

# CEDC

## *Financial Privacy Policy*

As an organization entrusted with sensitive information, we respect the privacy of our customers and are committed to treating customer information responsibly. The following is our Financial Privacy Policy.

### **What Information We Collect**

We may collect “nonpublic personal information” about you from the following sources:

- Information you provide us, such as on applications or other loan account forms
- Information about your transactions with us, our affiliates, or others
- Information we receive from third parties such as credit bureaus

“Nonpublic personal information” is nonpublic information about you that we obtain in connection with providing a financial product or service to you. For example, nonpublic personal information includes information regarding your loan balance and payment history.

### **What Information We Disclose**

Under Federal law, we may share information about our experiences or transactions with you or your company (such as your loan balance and payment history with us) with companies related to us by common control or ownership (“affiliates”). However, where state law may be more restrictive, we will abide by the more restrictive requirements.

In order to expedite the processing and servicing of financial products on your behalf, we may need to disclose nonpublic personal information about you to “nonaffiliated third parties: (i.e., third parties that are not members of our corporate family) in certain circumstances. However when we do, we will require them to protect the confidentiality of your information. For example, we may disclose nonpublic personal information about you to third parties such as attorneys or appraisers, if applicable; or to government entities as required by law or in response to subpoenas; and to reputable credit reporting agencies (“credit bureaus”).

If you decide to close your loan account(s) or become an inactive customer, we will continue to adhere to the privacy policies and practices described in this notice.

### **Our Security Procedures**

We will always maintain control over the confidentiality of our customer information, which includes having physical, electronic and procedural safeguards that comply with all applicable standards. We will permit only authorized employees, who are trained in the proper handling of customer information, to have access to that information in order to provide you with quality products and superior service. All of our operational and data processing systems are in a secure environment that protects your account information from being accessed by third parties.