



HAGERSTOWN REVOLVING LOAN FUND (HRLF) APPLICATION

Eligible Applicants: Small business or developer organized as a proprietorship, a partnership, a limited liability company or a corporation whose business sales are less than five million dollars (\$5,000,000) annually for each of the last two (2) years. Those interested in participating in the Hagerstown Revolving Loan Fund Program must complete this application and submit all applicable and requested documentation in support of the loan application. A checklist for required documentation is supplied at the end of this application on pages 6.

Eligible Activities: Loan funds may be used for activities, including but not limited to:

- Growth and Expansion
- Rehabilitation
- Code Compliance
- Employee Recruitment and Retention
- Façade Enhancement

Eligible Costs: May include the following:

- Land improvements, including but not limited to: grading, new streets or street improvements, parking lots, utilities, and landscaping.
- Purchase or renovation of building.
- Purchase machinery or equipment defined to have a useful life of at least five (5) years.
- Building construction.
- Leasehold improvements provided the lease is equal to or greater than the term of the loan and the City secures a lien on the land or building, and improvements.
- Micro-enterprise activities defined as a commercial enterprise that has five (5) or fewer employees, one or more of whom owns the enterprise.
- Working Capital

Ineligible Costs: Include but are not limited to:

- Management Fees
- Financing Costs
- Franchise Fees
- Debt Repayment or Debt Consolidation
- Moving Costs
- Refinancing

Ineligible Activities: Funds may not be used for:

- Non-profit Institutions
- Gambling Organizations
- Lending or Investment Organizations
- Land Speculation
- Any activity deemed illegal by federal, state or local law or ordinance

Turn for Application Form

BUSINESS INFORMATION

Business Name: _____

Business Address: _____ Hagerstown, MD Zip: _____

Federal Tax ID# or SSN: _____

Business Owner(s):

<i>Principals</i>	<i>% Ownership</i>	<i>Address</i>	<i>SSN</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Business Phone Number(s): _____

Business Email Address(es): _____

Business Website: _____

Contact Information:

Contact Person (if different from Owners): _____

Job Title: _____

Contact Phone Number: _____

Contact Email Address: _____

Business Entity:

- Proprietorship Limited Partnership General Partnership Limited Liability Company
- Corporation

Have the business sales been less than five million dollars annually for each of the last two (2) years?

- No** - you are ineligible **Yes** - financial statements are required, see documentation checklist

Business Description *(include types of products or services offered):*

How long has the business been in existence? _____ years _____ months

If a start-up business, does the applicant have previous experience in this type of business?

In no previous experience, please list qualifications (attach additional sheet if necessary)

REQUESTED LOAN AMOUNT AND DISTRIBUTION

Please review the guidelines for required attachments and be advised that Revolving Loan applications are subject to credit approval. Check all that apply:

- | | |
|---|-------------------------|
| <input type="checkbox"/> Building Acquisition: | Amount Requested: _____ |
| <input type="checkbox"/> Building Rehabilitation: | Amount Requested: _____ |
| <input type="checkbox"/> Building Construction: | Amount Requested: _____ |
| <input type="checkbox"/> Land Improvements: | Amount Requested: _____ |
| <input type="checkbox"/> Machinery and Equipment: | Amount Requested: _____ |
| <input type="checkbox"/> Leaseholder Improvement: | Amount Requested: _____ |
| <input type="checkbox"/> Working Capital: | Amount Requested: _____ |
| <input type="checkbox"/> Other: _____ | Amount Requested: _____ |
| <input type="checkbox"/> Other: _____ | Amount Requested: _____ |
| <input type="checkbox"/> Other: _____ | Amount Requested: _____ |

Total Loan Amount Requested: _____

Explanation of Loan Distribution:

Please provide additional information detailing the purpose of the loan.

FINANCIAL INFORMATION

Total Project Cost: \$ _____

Owner's Equity in Project: \$ _____ % of Project Cost: _____

Please list and provide sources of equity (cash, stock, CDs, etc.):

Have you applied for conventional financing? No Yes

If yes, please list the financial institution: _____

Please list anticipated sources and amounts of additional funds:

EXPECTED BENEFITS AND RESULTS

Indicate the number and types of new jobs expected to be created:

of jobs within the first six months _____ # of jobs within one to four years _____

of skilled workers _____ # of unskilled workers _____

Do any positions require special education or experience? No Yes

If yes, please detail the requirements:

State the means of advertising and recruitment efforts for new jobs created:

State the training opportunities for new jobs created:

If applicable, indicate the number of existing jobs that will be retained as a result of the loan:

of skilled workers _____ # of unskilled workers _____

REAL PROPERTY INFORMATION

Please complete this section if this loan is for the rehabilitation of an existing building or the installation of equipment financed will require structural modifications to an existing building.

Building Name: _____

Building Address: _____ Hagerstown, MD Zip: _____

Building Owner(s): _____

Phone Number(s): _____

If leasing the building, indicate the expiration date of the lease agreement: _____

Will the owner(s) allow the City of Hagerstown to place a lien on the property? No Yes

If no, how does applicant plan to provide adequate and sufficient collateral for the loan: _____

APPLICATION FEE:

When submitting your Hagerstown Revolving Loan Fund (HRLF) Application, please remit the appropriate fee for the requested loan amount. The fee schedule is listed below:

Loan Request	Fee
5,000-50,000	\$100
50,001-100,000	\$150
100,001-150,000	\$200
150,001-200,000	\$250

Certified Check or Money Order

Made payable to: The City of Hagerstown

Return Completed application to: DCED, 301-739-8577 ext. 111

Department of Community & Economic Development
Hagerstown Revolving Loan Fund
Elizabeth Hager Center
14 N Potomac Street, Suite 200A
Hagerstown, MD 21740

CERTIFICATION

I/We certify that the information provided in this application is true and correct as of the date set forth opposite my/our signature(s). I/We acknowledge my/our understanding that intentional or negligent misrepresentation(s) of the information contained in this application may result in denial of this application and liability for monetary damages to the City of Hagerstown, its agents, insurers and any other person who may suffer any loss due to reliance upon any misinformation which I/we have made on this application. I/We agree that verification of information contained in this application may be made, either directly or through a credit reporting agency or from any source named in this application, and the original copy of this application will be retained by the City of Hagerstown, even if the loan is not approved. I/We authorize the City of Hagerstown to obtain individual and/or business credit reports and understand that any information obtained from the credit reporting agency may be used to determine eligibility for this request. I/We understand that the City of Hagerstown prohibits discrimination on the basis of race, color, sex, religion, or national/ethnic origin in the hiring of contractors and subcontractors, and further requires that loan and/or grant recipients prohibit such discrimination in the hiring of contractors or subcontractors to carry out any portion of the project(s) funded by loan/grant proceeds and to ensure equal employment opportunity without regard to these factors.

Borrower's Name (printed): _____ **Title:** _____

Borrower's Signature: _____ **Date:** _____

Co-Borrower's Name (printed): _____ **Title:** _____

Co-Borrower's Signature: _____ **Date:** _____

NOTE: Please see the attached Required Support Documentation Checklist to ensure your submission is complete. Any application submitted without all required documentation will not be reviewed until the needed documentation is received.

REQUIRED SUPPORTING DOCUMENTATION CHECKLIST

Those interested in participating in the Hagerstown Revolving Loan Fund Program must complete the loan application and must submit all requested documentation in support of the loan application. Because of the different types of assistance offered under the program, all items will not be applicable in all cases and are so marked.

- 1. Three years of Income Tax Returns for last including all schedules
- 2. Three years of financial statements, profit and loss statements, and operating statements by a professional accountant.
- 3. Personal financial statement of owner(s), principal(s) or general partner, as applicable.
- 4. Evidence of Organization including Articles of Incorporation, By-Laws and Corporate Resolutions to borrow funds, if applicable.
- 5. General or Limited Partnership Agreement, if applicable.
- 6. A copy of all mortgage statements outstanding on the business property.
- 7. A copy of the latest real and personal property tax bills, paid receipt.
- 8. Deed evidencing ownership of property, a long term lease or sales contract as applicable.
- 9. A copy of the current property insurance policy.
- 10. Business Plan, if new (<3 years).
- 11. Evidence of zoning compliance for business entity.
- 12. A non-refundable application fee (variable based on fee schedule) made payable to the City of Hagerstown plus the actual cost of credit report(s).

NOTE: Due to the scope and variation in applicant types, additional information may be requested throughout the application review process. Any application submitted without all required and requested documentation will not be processed until the needed documentation is received.