

# APPLICATION FOR BUSINESS LOAN

Atlanta Development Authority

## SECTION 1

Applicant	Home Address (Include Zip Code)
Name of Business	Tax I.D. Number
Business Address	City                      County                      State                      Zip                      Phone
Type of Business	Date Established
Number of Employees (including Subsidiaries and Affiliates)	Number of Employees (at time of application)

Bank of Business Account (with complete mailing address & zip code)

List Subsidiaries/Affiliates (Separate from those listed above)

## SECTION 2

USE OF PROCEEDS:	Loan Requested: (Enter Gross Dollar Amounts Rounded to Nearest Hundreds)
Land/Building Acquisition	
New Construction/Renovation	
Acquisition of Machinery/Equipment	
Fixtures/Signage	
Inventory Purchase	
Working Capital (including Accounts Payables)	
Acquisition of Existing Business	
All Others	
<b>Total Loan Requested</b>	
<b>Term of Loan Requested</b>	

ADA USE ONLY

PF

BILF

SBLC

ALDC

**OTHER: Indicate Below**

## SECTION 3

**PREVIOUS ADA OR OTHER GOVERNMENT FINANCING:** If you, any principals, or affiliates have ever requested Government Financing, complete the following:

Name of Agency	Original Amount of Loan	Date of Request	Approved or Declined	Balance	Current or Past Due

**SECTION 4**

Furnish the following information on all installment debts, contracts, notes, and mortgages payable. Indicate by an asterisk (\*) items to be paid by loan proceeds and reason for paying same (present balance should agree with latest balance sheet submitted).

To Whom Payable	Original Amount	Original Date	Present Balance	Rate of Interest	Maturity Date	Monthly Payment	Security	Current or Past Due
	\$		\$			\$		
	\$		\$			\$		
	\$		\$			\$		
	\$		\$			\$		
	\$		\$			\$		

**MANAGEMENT:** (Proprietor, partners, officers, directors, and all holders of outstanding stock - 100% OF OWNERSHIP MUST BE SHOWN). Use separate sheet if necessary.

Name/Social Security Number/Date of Birth	Mailing Address (Include Zip Code)	% Owned	*Race	*Sex

\*NOTE: This data is collected for statistical purposes only. It has no bearing on the credit decision to approve or decline this application.

**ASSISTANCE:** List the name(s) and occupation(s) of anyone who assisted in preparation of this form, other than the applicant.

Name and Occupation	Mailing Address (Include Zip Code)	Total Fees Paid	Fees Due
		\$	\$
		\$	\$

Signature of Preparer(s) if other than APPLICANT	If APPLICANT is a Proprietor or General Partner(s), sign here
If APPLICANT is a CORPORATION, sign here	Date
CORPORATE NAME (AFFIX CORPORATE SEAL)	Date
BY: _____ Signature of President	ATTESTED BY: _____ Signature of Corporate Secretary

I AUTHORIZE Atlanta Development Authority (ADA) to obtain a credit report on me through the credit reporting agency of its choice. If an adverse credit decision is made due totally or partly to the information on the credit report, ADA will identify the source of the credit report, so that I may contact them if I wish.

Name (Please Print): _____	Name (Please Print): _____
Signature: _____	Signature: _____
Date: _____	Date: _____

## SECTION 5

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This checklist has been provided to assist you in gathering the necessary information for the initial evaluation of your loan request. COMPLETE information will be necessary to process your application. Forms are provided for items 1 through 10.

- ' 1. Loan Request Application Form
- ' 2. Management Resume: Provide complete resume(s) on all individuals including key manager(s) (copy form as needed).
- ' 3. Personal Financial Statement: Complete this form for: (1) each proprietor, or (2) each limited partner who owns 20% or more interest, and each general partner, or (3) each stockholder owning 20% or more voting stock and each corporate officer and director, or (4) other person(s) or entity(ties) providing a guaranty on the loan.
- ' 4. Two-year Financial Projections
- ' 5. 12-Month Cash Flow Projection
- ' 6. Narrative assumption to financial projections and cash flow analysis

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### IN ADDITION, PLEASE PROVIDE THE FOLLOWING:

- ' 7. Business Plan (start-up business): Include a description of management, feasibility analysis, assumptions, site evaluation, and demographics.
- ' 8. Interim Profit & Loss, and Balance Sheet: Within 45 days old for business being: 1) acquired, 2) existing/expanded, and 3) affiliates (20% or more ownership interest by any of the owners/shareholders of proposed borrower).
- ' 9. Business Financial Statements and Tax Returns: Income statements, balance sheets, and tax returns for three (3) prior year-end time periods for existing business and any affiliates.
- ' 10. Copy of Proposed Purchase Agreement (IF APPLICABLE)
- ' 11. Uniform Franchise Offering Circular (IF APPLICABLE)
- ' 12. Copy of Proposed Franchise Agreement or Letter of Approval from Franchisor (IF APPLICABLE)
- ' 13. Personal Tax Returns: Completed federal tax returns for the past three (3) years on each individual referenced to in #3 above (or signed extension).
- ' 14. Copy of Existing or Proposed Lease Agreement(s) (IF APPLICABLE)
- ' 15. Two (2) estimates of equipment to be purchased (IF APPLICABLE)
- ' 16. At least two (2) different contractor estimates on construction projects (IF APPLICABLE)
- ' 17. List of inventory items to be acquired
- ' 18. Copy of Articles of Incorporation or Partnership Agreement for Corporation or Partnership
- ' 19. If not a U.S. citizen, please attach proof of resident alien status (PHOTOCOPY both sides of "Green Card")
- ' 20. Bank Decline or Commitment Letter(s)

**SECTION 5 (continued)**

**' 21. Other**

**All applicants are required to pay a non-refundable loan processing fee when submitting an application to the Atlanta Development Authority (ADA). (See attached Schedule of Fees)**

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**ALL INFORMATION SHOULD BE SUBMITTED TO:**

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**Atlanta Development Authority**

**Underground Atlanta  
86 Pryor Street, SW, Suite 300  
Atlanta, Georgia 30303-3131  
Telephone: 404/880-4100  
Fax: 404/880-9333**