

# REVOLVING LOAN FUND APPLICATION

FRANKLIN COUNTY, NY  
LOCAL DEVELOPMENT  
CORPORATION

This fund was established to stimulate the growth of private sector employment in Franklin County, New York. It exists to facilitate growth and to support new and/or expanding businesses, and to provide assistance for any business that meets these loan guidelines and other considerations established by the fund.

**CONTACT:**

Russ Kinyon  
Director of Economic Development  
(518) 483-9472  
[rkinyon@franklinida.org](mailto:rkinyon@franklinida.org)

FRANKLIN COUNTY LDC  
355 W. MAIN STREET, SUITE 428  
MALONE, NY 12953

Revision: August 15, 2019

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## PROGRAM SCOPE:

This program offers financing assistance for any business that meets the loan program guidelines and other considerations established by the fund. Loans are provided in partnership with traditional funding sources and other lenders to fill any “gaps” in project funding.

- Funding through traditional sources like a commercial bank must be pursued first and must be insufficient for your project. The LDC often partners with other agencies such as the North Country Association, the Adirondack Economic Development Corporation to expand funding resources.
- Applicants must provide at least 10% cash equity

**Specific information is available in our loan guidelines, available on our website or upon request.**

## ELIGIBLE USES:

Eligible Uses of Funds	Term
<b>Acquisition of Real Estate</b> <sup>1</sup> Extended terms for loan years based on real estate as collateral may be approved, with specific contingencies as indicated in the loan guidelines.	Standard of 10 years, up to 20 years max. <sup>1</sup>
<b>Building Construction and Rehabilitation</b>	Standard of 10 years, up to 20 years max. <sup>1</sup>
<b>Furniture, Fixtures, Equipment (FFE) and Machinery (M) acquisition and rehabilitation</b> <sup>2</sup> Extended terms for loan years based on FFE&M as collateral may be approved, with specific contingencies as indicated in the loan guidelines	Standard of 7 years, 10 year max. <sup>2</sup>
<b>Working Capital and Inventory</b> For eligible companies that can demonstrate the necessity and unavailability of such funding from other sources, and which can provide adequate security for the loan.	Up to 5 years max.

## FEES:

Applicants can expect the following fees:

- \$250 Application Fee payable with your application
- Closing costs and any associated fees payable to the LDC’s counsel. Such fees are eligible to be financed as project costs and included in a Sources and Uses of Funds (usually 2-3% of loan).

## TIMELINE:

- Most LDC loan evaluations take between 30-45 days, depending on timing of LDC committee and board meetings. This process moves along much more efficiently if **all** requested documents are included with the application. If other loan partners are included, this timeframe may be extended.

## FIRST STEPS:

- **Prospective applicants must contact Russ Kinyon at [rkinyon@franklinida.org](mailto:rkinyon@franklinida.org) or (518) 483-9472 to discuss their project prior to submitting an application.**
- Assistance with your business plan and other application requirements is happily provided by the SUNY Canton Small Business Development Center, (315) 386-7312, or the Adirondack Economic Development Corporation at (518) 891-5523.

**ALL elements must be included and this checklist returned with the schedules. Please add notes if relevant.**

Included	Not Included	N/A	Schedule/ Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>“A”</b> <u><b>Applicant Business Information &amp; Certification</b></u> – Indicate legal name, address, and telephone number. Indicate form of Business, year of organization, Federal Tax ID and Standard Industry Classification (SIC) Code. Signature is required to certify application. Notes:</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>“B”</b> <u><b>Principals, Officers &amp; Stockholders</b></u> – Indicate name, address &amp; position of all Principals and Officers. Stockholders owning more than 10% of stock must also be listed. Notes:</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>“C”</b> <u><b>Resumes</b></u> – Attach resumes or history of principals including business experience, length of association with business, salary, other compensation and outside directorships and business affiliations. Notes:</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>“D”</b> <u><b>Personal Financial Statements &amp; Tax Returns</b></u> – Complete this form for: (1) each proprietor, or (2) each limited partner who owns 10% or more interest and each general partner, or (3) each stockholder owning 10% or more of voting stock and (4) any other person or entity providing a guarantee on the loan. Also include complete copies of personal tax returns for the last two years for each personal financial statement. Notes:</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>“E”</b> <u><b>Bankruptcy, Litigation, Felony History</b></u> – Describe any bankruptcy history, litigation history having a material effect on the business solvency, or convicted felony activity. Complete this section for each applicant, co-applicant or guarantor. Notes:</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>“F”</b> <u><b>Physical Description of Project</b></u> – Indicate the address of the project and provide a narrative description of the physical components of the business or project. Please attach diagrams and pictures if relevant. Notes:</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>“G”</b> <u><b>Business Plan</b></u> – Describe in detail the history of the business, location of business, management, market and competition. Include significant developments in operations and financial condition. Notes:</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>“H”</b> <u><b>Employment Plan</b></u> – Information regarding the types, number and wage levels of current and anticipated positions must be provided for both new and expanding businesses. Notes:</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>“I”</b> <u><b>Sources and Uses of Funds</b></u> – Provide details on sources of funds/financing and total project costs in a standard Balance Sheet format, then provide a narrative explanation of your financing plan. Provide Commitment Letters from banks and other institutions as part of this Schedule. Notes:</p>

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Profit &amp; Loss Statements/Balance Sheets</u></b> – For existing businesses, provide profit and loss statements and balance sheets for the last two fiscal years. Statements must include or be accompanied by separate expense schedules for Cost of Goods Sold, Selling and General Administrative Expenses, including depreciation, salaries, and dividends. <b>If the most recent available statements are more than ninety (90) days old, interim statements must be provided. Where the request represents a refinancing, or where the business exhibits a degree of financial distress, an aging of accounts payable and receivable should be provided.</b> Provide business income tax returns for the last two years. Notes:</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Outstanding Debt Details</u></b> – Describe outstanding debt for the business including installment loans, notes and mortgages payable and capitalized leases showing to whom payable, balance, interest rate, maturity date, monthly payment, security and whether current or delinquent. Notes:</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Projected Profit &amp; Loss Statements</u></b> – Provide projected profit and loss statements for three years. Statements must include projected interest payments and depreciation expenses. Describe assumptions on which projections were based. The projections should be supported by and be relevant to the project narratives. Notes:</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Projected Cash Flow Statement</u></b> – Provide a projected cash flow statement, by month, for the first year of operation of the project. Notes:</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Financial References</u></b> – Provide bank and other financial references including name, address, telephone number and contact person. Notes:</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Security/Collateral*</u></b> – List any collateral (land, buildings, machinery, equipment) available for security. Indicate an estimate of market value, amounts owed and equity. Appraisals may be required by Lender. <b>For each item listed, specify associated liens.</b> Notes:</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Projected Realty Taxes</u></b> – List realty taxes for the first year of operation of the project. If the project is subject to a PILOT program, you must provide a copy of the PILOT Agreement. Where a project is subject to full taxation, provide an estimate of taxes based on the latest tax rate. Notes:</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Authorization to Release Credit Information</u></b> – A separate authorization must be completed for the applicant and for each co-applicant or guarantor. A copy of a valid Driver's License is required for processing. Notes:</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Certified Corporate Resolution</u></b> – This resolution must authorize borrowing on behalf of a corporation and specify who is authorized to execute documents. Notes:</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>\$250 Application Fee</b> Notes:</p>

**SCHEDULE "A"**  
**APPLICANT BUSINESS INFORMATION & CERTIFICATION**

<b>Business Legal Name:</b>	<b>Federal Tax ID:</b>
<b>Physical address:</b>	<b>Year Formed:</b>
<b>Mailing Address:</b>	<b>SIC Code:</b>
<b>Website:</b>	<b>Standard Industry Classification (SIC) Codes can be found here:</b> <a href="https://www.naics.com/sic-codes-industry-drilldown/">https://www.naics.com/sic-codes-industry-drilldown/</a>
<b>Additional Relevant Business Information:</b>	

<b>Preferred Contact Person:</b>	<b>Title:</b>
<b>Phone:</b>	<b>Email:</b>

<b>Form of ownership:</b>	<b>Corporation</b> <b>Partnership</b> <b>Sole Proprietorship</b>
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Dollar Amount of Loan Requested:	Loan Term Requested:	Interest Rate Requested:	%
<b>Loan Purpose:</b>	  		

**CERTIFICATION:** I HEREBY CERTIFY THAT I AM AUTHORIZED TO SUBMIT THIS APPLICATION ON BEHALF OF THE APPLICANT. IN ADDITION, I HEREBY CERTIFY THAT EVERYTHING IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Print Name*

\_\_\_\_\_

*Title*

**SCHEDULE "B"**  
**PRINCIPALS, OFFICERS & STOCKHOLDERS**

Indicate name, address & position of all Principals and Officers.  
Stockholders owning 10% or more of stock must also be listed.

<b>Name</b>	<b>Address</b>	<b>Position</b>	<b>Percentage of Ownership</b>

**SCHEDULE "C"**  
**RESUMES OF PRINCIPALS**

**MUST INCLUDE:**

- **BUSINESS EXPERIENCE**
- **LENGTH OF ASSOCIATION WITH BUSINESS**
- **SALARY**
- **OTHER COMPENSATION**
- **OUTSIDE DIRECTORSHIPS**
- **OUTSIDE BUSINESS AFFILIATIONS**

## SCHEDULE "D" PERSONAL FINANCIAL STATEMENT

Complete this form for: (1) each proprietor, or (2) each limited partner who owns 10% or more interest and each general partner, or (3) each stockholder owning 10% or more of voting stock and (4) any other person or entity providing a guarantee on the loan.

Name(s):		Phone:
Home Address:		

**Statement of Financial Condition as of Date:** \_\_\_\_\_

ASSETS	In Dollars (Omit cents)	LIABILITIES	In Dollars (Omit cents)
Cash on hand & in banks		Accounts Payable	
Savings Accounts		Notes Payable to Banks and Others (Describe in Section 2)	
IRA or Other Retirement Account		Installment Account (Auto) Monthly Payment: \$ _____	
Accounts & Notes Receivable		Installment Account (Other) Monthly Payment: \$ _____	
Life Insurance – Cash Surrender Value Only (Complete Section 8)		Loan on Life Insurance	
Stocks and Bonds (Describe in Section 3)		Mortgages on Real Estate (Describe in Section 4)	
Real Estate (Describe in Section 4)		Other Liabilities (Describe in Section 7)	
Automobile – Present Value		<b>Total Liabilities:</b>	
Other Assets (Describe in Section 5)		<b>Net Worth:</b>	
<b>Total Assets:</b>			

**Section 1. Sources of Income (Annual)**

**Contingent Liabilities**

Salary		As endorser or Co-Maker	
Net Investment Income		Legal Claims & Judgments	
Real Estate Income		Provision for Federal Income Tax	
Other Income (Describe below)*		Other Special Debt	

Description of Other Income:

*Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.*

**Section 2. Notes Payable to Banks and Others**

Name and Address of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency	Security/ Collateral



**Section 3. Stocks and Bonds** (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed).

Number of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value

**Section 4. Real Estate Owned** (List each parcel separately. Use attachments if necessary. Each attachment must be identified as part of this statement and signed).

	Property A	Property B	Property C
Type of Property			
Name/Address of Title Holder			
Date Purchased			
Original Cost			
Present Market Value			
Name/Address of Mortgage Holder			
Mortgage Account Number			
Mortgage Balance			
Amount of Payment per Month			
Is Loan Current?			

**Section 5. Other Personal Property and Other Assets.** (Describe, and if any is pledged as security, state name and address of lienholder, amount of lien, terms of payment, and if delinquent, describe delinquency).

**Section 6. Unpaid Taxes.** (Describe in detail as to type, to whom payable, when due, amount and to what property, if any, a tax lien attaches).

**Section 7. Other Liabilities.** (Describe in detail).

**Section 8. Life Insurance.** (Give face amount and cash surrender value of policies, name of insurance company and beneficiaries).

I authorize the FCLDC to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify that the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan.

_____	_____	_____
<b>Signature</b>	<b>Date</b>	<b>Social Security Number</b>
_____	_____	_____
<b>Signature</b>	<b>Date</b>	<b>Social Security Number</b>

**SCHEDULE "E"**  
**BANKRUPTCY, LITIGATION AND FELONY HISTORY**

Describe any bankruptcy history, litigation history having a material effect on the business solvency, or convicted felony activity. Complete this section separately and specify if you are completing this as:

Applicant                       Co-Applicant                       Guarantor

**Are you presently under indictment, on parole or probation?**

Yes                       No                       If yes, describe:

**Have you ever been charged with or arrested for any criminal offense other than a minor traffic infraction?**

Yes                       No                       If yes, describe:

**Have you ever been convicted of any criminal offense, other than a minor traffic infraction?**

Yes                       No                       If yes, describe:

**Have you ever filed bankruptcy?**

Yes                       No                       If yes, describe:

**Are there any lawsuits threatened or pending?**

Yes                       No                       If yes, describe:

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Signed

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Date

**SCHEDULE "F"**  
**PHYSICAL DESCRIPTION OF PROJECT**

<b>Project Name:</b>	
<b>Project Address:</b>	
<b>Narrative:</b>	<ul style="list-style-type: none"><li>▪ Describe the physical components of the business or project.</li><li>▪ Attach diagrams and pictures, if relevant.</li></ul>

**SCHEDULE “G”  
BUSINESS PLAN**

<p><b>Description of the Business</b></p>	<p>Describe the business including history if an existing business. Be sure to include descriptions of the following:</p> <ul style="list-style-type: none"> <li>• Type of Business</li> <li>• Status of Business</li> <li>• When did (will) it start</li> <li>• Seasonal fluctuations in sales or employment</li> </ul> <p>Include significant developments in operations and financial condition. Indicate number and titles of employees, describe how the background of the principals will contribute to success of the new business.</p> <p>If applicable, indicate the names and addresses of all concerns that may be parent companies, subsidiaries, or affiliates of the business including concerns in which the business, or any of its principals, hold an interest of ten (10%) percent or more.</p>
<p><b>Location of the Business</b></p>	<p>Describe the location of the business and be sure to include information about the following:</p> <ul style="list-style-type: none"> <li>• Physical address</li> <li>• Is site leased or owned</li> <li>• Physical features and characteristics of the site – including size and use of space</li> <li>• Description of neighborhood and surrounding businesses</li> <li>• Any renovations needed</li> <li>• Reason for choosing this location</li> </ul>
<p><b>Management</b></p>	<p>Describe the business background, management experience, and education for each key partner or key manager with 10% or greater interest in the business. Include both formal and informal learning experience which have a bearing on managerial abilities. Include a description of the following:</p> <ul style="list-style-type: none"> <li>• Why this type of business was chosen</li> <li>• Direct operational and/or managerial experience in this type of business</li> <li>• Organizational structure that includes a description of who does what</li> <li>• Time devoted to running the business</li> <li>• Local resources available to management</li> </ul>
<p><b>Market</b></p>	<p>Describe in detail:</p> <ul style="list-style-type: none"> <li>• What exactly is your market (to whom you are marketing)</li> <li>• Where your market is located</li> <li>• Present size and growth potential of the market</li> <li>• The price you anticipate getting for your product or service</li> <li>• Information on how you will attract and keep your segment of the market (including advertising)</li> <li>• How you will promote your product or service</li> <li>• Trends in your industry</li> <li>• Future goals</li> <li>• How the business can expand</li> </ul> <p>Describe business objectives in terms of production, sales, and earnings for the proposed business or project. An emphasis should be placed on describing the specific marketing actions that the business will take to meet its projected earnings in its competitive environment. Include letters of intent from prospective suppliers or any firm contracts for your business. This schedule should be supported by the projections contained in later schedules.</p>
<p><b>Competition</b></p>	<p>Describe in detail who your competition is and include information on the following:</p> <ul style="list-style-type: none"> <li>• What products/services they offer</li> <li>• Where their business and market are located</li> <li>• What their reputation or image is</li> <li>• What their marketing strategies are and how their business is doing</li> </ul> <p>Also discuss how your operation will be different and what you have learned from watching them.</p>

**SCHEDULE "H"**  
**EMPLOYMENT PLAN**

A Job Title	B Annual Pay	C Current Number of Positions	D Jobs to be Created (Year 1)	E Jobs to be Created (Year 2)	F Jobs to be Created (Year 3)	G Jobs to be Created (TOTAL)
<b>Totals</b>						

Instructions:

For job numbers, please use Full Time Equivalents (FTEs).

1. **Column A:** Insert the job titles that exist within the company at the time of application, as well as any job titles that will be established as a result of the project.
2. **Column B:** Indicate the annual pay for each job title listed.
3. **Column C:** For each job listed insert the number of positions that exist at the time of application.
4. **Column D:** Insert the number of jobs to be created during year one of the project for each job listed.
5. **Column E:** Insert the number of jobs to be created during year two of the project for each job listed.
6. **Column F:** Insert the number of jobs to be created during year three of the project for each job listed.
7. **Column G:** Indicate the total number of jobs to be created for each listed title as a result of the project. (Column D + Column E + Column F = Column G)
8. **Use as many copies of this form as necessary.**

**SCHEDULE "I" SOURCES AND USES OF FUNDS  
(FINANCING SOURCES AND PROJECT COSTS)**

- Provide details on sources of funds/financing and total project costs in a standard Balance Sheet format, then provide a narrative explanation of your financing plan.
- Provide Commitment Letters from banks and other institutions as part of this Schedule.

Sources of Funds:		Comments
Equity:		
Franklin County LDC Loan:		
Total Sources:		

Use of Funds:		Comments
Land:		
Buildings:		
Renovations:		
Equipment:		
Inventory:		
Working Capital:		
Other:		
Total Uses:		

ADDITIONAL COMMENTS:

**SCHEDULE "J"**  
**PROFIT & LOSS STATEMENTS/BALANCE SHEETS**

- For existing businesses, provide profit and loss statements and balance sheets for the last two fiscal years.
- Statements must include or be accompanied by separate expense schedules for Cost of Goods Sold, Selling and General Administrative Expenses, including depreciation, salaries, and dividends.
- **If the most recent available statements are more than ninety (90) days old, interim statements must be provided. Where the request represents a refinancing, or where the business exhibits a degree of financial distress, an aging of accounts payable and receivable should be provided.**
- Provide business income tax returns for the last two years.

## SCHEDULE "K" OUTSTANDING DEBT DETAILS

Describe outstanding debt for the business including installment loans, notes, mortgages payable and capitalized leases, showing to whom payable, balance, interest rate, maturity date, monthly payment, security and whether current or delinquent. **If business is a sole proprietorship or partnership, provide personal indebtedness information.** Fill out as many sections as necessary and use additional copies of this sheet if needed).

### Debt Type - #1

Installment Loan     Mortgage     Lease     Other: \_\_\_\_\_

Creditor:		Maturity Date:				
Origination Date:		Interest Rate (%):				
Term (Months):		Current Balance:				
Original Amount:		Current?		Yes		No
Monthly Payment:						
Collateral:						

### Debt Type - #2

Installment Loan     Mortgage     Lease     Other: \_\_\_\_\_

Creditor:		Maturity Date:				
Origination Date:		Interest Rate (%):				
Term (Months):		Current Balance:				
Original Amount:		Current?		Yes		No
Monthly Payment:						
Collateral:						

### Debt Type - #3

Installment Loan     Mortgage     Lease     Other: \_\_\_\_\_

Creditor:		Maturity Date:				
Origination Date:		Interest Rate (%):				
Term (Months):		Current Balance:				
Original Amount:		Current?		Yes		No
Monthly Payment:						
Collateral:						

### Debt Type - #4

Installment Loan     Mortgage     Lease     Other: \_\_\_\_\_

Creditor:		Maturity Date:				
Origination Date:		Interest Rate (%):				
Term (Months):		Current Balance:				
Original Amount:		Current?		Yes		No
Monthly Payment:						
Collateral:						

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**SCHEDULE "L"**  
**PROJECTED PROFIT & LOSS STATEMENTS**

- Provide projected profit and loss statements for three years.
- Statements must include projected interest payments and depreciation expenses.
- Describe assumptions on which projections are based.
- The projections should be supported by and be relevant to the project narratives.

## SCHEDULE "M" PROJECTED CASH FLOW STATEMENT

Provide a projected cash flow statement, by month, for the first year of operation of the project.

**SCHEDULE "N" FINANCIAL REFERENCES**

Please select one:

Applicant: \_\_\_\_\_

Co-Applicant: \_\_\_\_\_

Guarantor: \_\_\_\_\_

Name of Institution:	
Address:	
Contact Person/Title:	Phone Number:
Email:	

Name of Institution:	
Address:	
Contact Person/Title:	Phone Number:
Email:	

Name of Institution:	
Address:	
Contact Person/Title:	Phone Number:
Email:	

Name of Institution:	
Address:	
Contact Person/Title:	Phone Number:
Email:	

**SCHEDULE "O"  
SECURITY/COLLATERAL**

List any collateral (land, buildings, machinery, equipment) available for security. Indicate estimate of market value, amounts owed and equity. **For each item listed, specify associated liens. (Make additional copies as needed).** This can be provided on a separate sheet instead of this form.

<b>Item Description:</b>		
<b>Estimate of Market Value</b>	<b>Amounts Owed</b>	<b>Equity</b>
<b>Associated Liens:</b>		

<b>Item Description:</b>		
<b>Estimate of Market Value</b>	<b>Amounts Owed</b>	<b>Equity</b>
<b>Associated Liens:</b>		

<b>Item Description:</b>		
<b>Estimate of Market Value</b>	<b>Amounts Owed</b>	<b>Equity</b>
<b>Associated Liens:</b>		

**SCHEDULE "P"**  
**PROJECTED REALTY TAXES**

List realty taxes for the first year of operation of the project. If the project is subject to a PILOT program, please provide a copy of the PILOT Agreement. Where a project is subject to full taxation, provide an estimate of taxes based on the latest tax rate.

## AUTHORIZATION TO RELEASE CREDIT INFORMATION

The following information is needed to complete a credit investigation. This form is to be completed by each applicant (individual, corporation or partnership), and each partner or shareholder holding a 10% or more interest in the company. A separate form should be completed for any applicant, co-applicant and guarantors. A copy of a valid Driver's License is REQUIRED for processing.

Legal Name	
Home Address	
Previous Address	

Date of Birth		Social Security #	
Driver License #			
Telephone #			

Current Employer	
Current Employer's Address	
Previous Employer	
Previous Employer's Address	

I authorize the Franklin County LDC to contact creditors and credit reporting agencies. This is for the purpose of determining the status of any past or outstanding debt, or other such credit information that such agencies normally hold available for credit worthiness evaluation at present or at any time in the future for the purpose of making or monitoring a loan.

This report is for creditors' use only and I will not be able to obtain a copy for my own records. However, I understand that the Agency representative I am working with may provide or discuss this report with me in detail and I may call the credit reporting agencies individually and obtain my own copy of a similar report.

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Authorized Signature

Date

**CERTIFIED CORPORATE RESOLUTION TEMPLATE SAMPLE**

Provide a Resolution certified by the corporation’s Secretary. This Resolution must authorize borrowing on behalf of a corporation and specify who is authorized to execute documents. A potential template is offered below, though your corporation may have a different format.

**MINUTES OF A SPECIAL MEETING OF THE MEMBERS OF**

, LLC

A special meeting of the members of , LLC (the “Company”), was held in Malone New York, on  at .

Present at the meeting were the following individuals and entities:

, Member

, Manager/Member

, presided at the meeting and acted as Secretary for the purposes of the consolidated meeting.

opened the meeting and announced that since all members of the Company were present in person or by proxy, the meeting was duly constituted for the transaction of business on behalf of the Company.

Thereupon  stated that the purpose of this meeting was to update on the status of the efforts to obtain financing from Franklin County Local Development Corporation.

reported that the Franklin County Local Development Corporation was prepared to offer financing to the Company for a loan in the amount of \$(.

It was:

RESOLVED, that the Company shall borrow the sum of \$ from the Franklin County Local Development Corporation, upon such terms and conditions as may be negotiated by the Partners with the lender, and it is further,

RESOLVED, that , be and the same is hereby empowered, authorized, and directed to execute any and all documents on behalf of the Company as deemed necessary or convenient to carry out the Company purpose and intent, to effectuate the borrowing from Franklin County Local Development Corporation.

Dated:

, LLC

By: \_\_\_\_\_  
, Member

By: \_\_\_\_\_  
, Member