



**SOUTHEAST TENNESSEE DEVELOPMENT DISTRICT  
1000 RIVERFRONT PARKWAY  
P.O. Box 4757  
CHATTANOOGA, TN 37405**



**ECONOMIC DEVELOPMENT  
LOAN APPLICATION**

**Project Name:**

**County:**

**City, State:**

**Southeast Contact:**

**Date Submitted:**

**Signature:**

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**Loan Application Fee \$250.00 received \_\_\_\_\_.**  
*Date*

**COMPANY INFORMATION**

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type Business: \_\_\_\_\_

Tax ID Number: \_\_\_\_\_ Date Established: \_\_\_\_\_ State of organization: \_\_\_\_\_

DUNS Number :

Company Organizational Structure:

C-Corporation

Limited Liability Company (LLC or LLP)

S-Corporation

Limited Partnership

Sole Proprietorship

General Partnership

Company is:  Minority-Owned  Woman-Owned

Present # of Employees: \_\_\_\_\_ Projected New Employees: \_\_\_\_\_

Affiliate Businesses (If Applicable)

Name \_\_\_\_\_ Owner \_\_\_\_\_ % Ownership \_\_\_\_\_

Name \_\_\_\_\_ Owner \_\_\_\_\_ % Ownership \_\_\_\_\_

Brief history of the company:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Products or Services:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Clientele (Describe and/or name major customers):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Major Competitors:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you or any officer of the company ever been involved in bankruptcy or insolvency proceedings? \_\_\_\_\_  
(If yes, please explain on separate sheet)

Are you or company involved in any litigation? \_\_\_\_\_ (If yes, please explain on separate sheet)

**PERSONAL INFORMATION**

This form is intended to collect information needed to complete STEDD loan review requirements. By providing detailed information you can expedite our review process and give SETDD authorization to request credit information on you and your company. Please complete this section of the application for each individual owning 20% or more of the business. Indicate by N/A if a question is not applicable.

**Principle Owner 1**

Full Name: \_\_\_\_\_ Percent Ownership \_\_\_\_\_  
Social Security No. \_\_\_\_\_ U.S. Citizen: Yes  No   
Date of Birth: \_\_\_\_\_ Place of Birth \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Business: \_\_\_\_\_ Cell: \_\_\_\_\_  
Residence Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Spouse's Name \_\_\_\_\_ Spouse SSN \_\_\_\_\_

- 1. Are you presently under indictment, on parole, or on probation? \_\_\_\_\_
- 2. Have you ever been charged with or arrested for any criminal offense other than a minor motor vehicle violation? \_\_\_\_\_
- 3. Have you ever been convicted of any criminal offense other than a minor motor vehicle violation?  
\_\_\_\_\_
- 4. Do you own 20% or more, or serve as an officer in any other enterprise? \_\_\_\_\_ (If yes, please describe that business and your ownership below)

\_\_\_\_\_ %  
\_\_\_\_\_ %  
\_\_\_\_\_ %

*The information regarding race, ethnicity, and sex designation solicited on this application is requested in order to assure the Federal Government, acting through the Rural Housing Service that the Federal laws prohibiting discrimination against tenant applications on the basis of race, color, national origin, religion, sex, familial status, age, and disability are complied with. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, the cooperative is required to note the race, ethnicity, and sex of individual applicants on the basis of visual observation or surname.*

**Ethnicity:**

Hispanic or Latino \_\_\_\_\_  
Not Hispanic or Latino \_\_\_\_\_

**Race:** (Mark one or more)

American Indian/Alaska Native \_\_\_\_\_  
Asian \_\_\_\_\_  
Black/African American \_\_\_\_\_  
Native Hawaiian/Other Pacific Islander \_\_\_\_\_  
White \_\_\_\_\_

**Gender:**

Female \_\_\_\_\_  
Male \_\_\_\_\_

**Principle Owner 2**

Full Name: \_\_\_\_\_ Percent Ownership \_\_\_\_\_  
Social Security No. \_\_\_\_\_ U.S. Citizen: Yes  No   
Date of Birth: \_\_\_\_\_ Place of Birth \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Business: \_\_\_\_\_ Cell: \_\_\_\_\_  
Residence Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Spouse's Name \_\_\_\_\_ Spouse SSN \_\_\_\_\_

- 5. Are you presently under indictment, on parole, or on probation? \_\_\_\_\_
  - 6. Have you ever been charged with or arrested for any criminal offense other than a minor motor vehicle violation? \_\_\_\_\_
  - 7. Have you ever been convicted of any criminal offense other than a minor motor vehicle violation?  
\_\_\_\_\_
  - 8. Do you own 20% or more, or serve as an officer in any other enterprise? \_\_\_\_\_ (If yes, please describe that business and your ownership below)
- \_\_\_\_\_ %  
\_\_\_\_\_ %  
\_\_\_\_\_ %

*The information regarding race, ethnicity, and sex designation solicited on this application is requested in order to assure the Federal Government, acting through the Rural Housing Service that the Federal laws prohibiting discrimination against tenant applications on the basis of race, color, national origin, religion, sex, familial status, age, and disability are complied with. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, the cooperative is required to note the race, ethnicity, and sex of individual applicants on the basis of visual observation or surname.*

**Ethnicity:**

Hispanic or Latino \_\_\_\_\_  
Not Hispanic or Latino \_\_\_\_\_

**Gender:**

Female \_\_\_\_\_  
Male \_\_\_\_\_

**Race:** (Mark one or more)

American Indian/Alaska Native \_\_\_\_\_  
Asian \_\_\_\_\_  
Black/African American \_\_\_\_\_  
Native Hawaiian/Other Pacific Islander \_\_\_\_\_  
White \_\_\_\_\_

**PROJECT DESCRIPTION AND FUNDING**

**Project Type:** Business Expansion  Retention   
 New Start-up  Other: \_\_\_\_\_

Project Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_

**If retention, explain:** \_\_\_\_\_

**Project Description:**

Total Estimated Project Cost: \_\_\_\_\_ Amount Of Loan Requested: \_\_\_\_\_

**Funds will be used for:** \_\_\_\_\_

**Proposed Collateral:** \_\_\_\_\_

USE OF FUNDS	
Use	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL PROJECT COST</b>	<b>\$</b>

SOURCE OF FUNDS				
Lender	% Total	Term Yrs.	Int. Rate %	Amount
				\$
				\$
				\$
				\$
				\$
				\$
<b>TOTAL BORROWING</b>				<b>\$</b>
<b>BORROWER EQUITY</b>				<b>\$</b>
<b>TOTAL PROJECT FUNDING</b>				<b>\$</b>

## ATTACHMENTS

**Check all documents provided:**

- |  |   |
|--|---|
| <input type="checkbox"/> Personal financial Statement current within <b>90 days</b> for each ownership more that 20% of company with copy of federal income tax returns for last year                | <input type="checkbox"/> If the business is a franchise, include a copy of the Franchise Agreement and Franchisor's disclosure Statement that is required by the Federal Trade Commission |
| <input type="checkbox"/> Balance sheet and income statement with three years federal income tax returns. If it is a new business, provide a proforma balance sheet with a description of assumptions | <input type="checkbox"/> Copy of key cost documents such as contractor costs, estimates, and vendor quotes for machinery and equipment, etc., as well as estimated "professional fees".   |
| <input type="checkbox"/> Balance sheet and income statement dated within <b>120 days</b> of the application together with an aging of the accounts receivable and accounts payable listed.           | <input type="checkbox"/> If applicable, a copy of the existing or proposed lease agreement  |
| <input type="checkbox"/> For a new business, a monthly cash flow for the first 12 months of operation or three months beyond the breakeven point.  | <input type="checkbox"/> An independent appraisal for project real estate   |
| <input type="checkbox"/> A schedule of debts   | <input type="checkbox"/> Appropriate environmental analysis   |
| <input type="checkbox"/> Resume of all owners  | <input type="checkbox"/> Other items: Release of Information  |
| <input type="checkbox"/> Business History & Marketing Plan/Business Plan   |   |

*In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.*

*To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, S.W., Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). "USDA is an equal opportunity provider and employer."*