

**COUNTY CORP DEVELOPMENT  
APPLICATION FOR BIZCAP SMALL BUSINESS LOAN FINANCING**

**OPERATING COMPANY**

Operating Company Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Type of Entity (Check One): Corporation  S-Corp  Partnership  Proprietorship  LLC   
 Employer ID #: \_\_\_\_\_ DUNS#: \_\_\_\_\_ Year Business Established: \_\_\_\_\_  
 NAICS Code: \_\_\_\_\_ SIC Code: \_\_\_\_\_ Website: \_\_\_\_\_

Ownership (list all owners of the business; ownership % must total 100%):

Name	Title	Ownership %
_____	_____	_____
_____	_____	_____
_____	_____	_____

**BORROWING ENTITY (If Different from Operating Company)**

Borrowing Entity Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Type of Entity (Check One): Corporation  S-Corp  Partnership  Proprietorship  LLC   
 Employer ID #: \_\_\_\_\_ DUNS#: \_\_\_\_\_ Year Business Established: \_\_\_\_\_  
 NAICS Code: \_\_\_\_\_ SIC Code: \_\_\_\_\_ Website: \_\_\_\_\_

Ownership (list all owners of the business; ownership % must total 100%):

Name	Title	Ownership %
_____	_____	_____
_____	_____	_____
_____	_____	_____

**PARTICIPATING LENDER**

Name of Lending Institution: \_\_\_\_\_ Address: \_\_\_\_\_  
 Loan Officer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Email address: \_\_\_\_\_

**LOCATION OF PROJECT**

Street Address of Project: \_\_\_\_\_  
 City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_



**BRIEF DESCRIPTION OF PROJECT (please describe what you would like to do with the BizCap funding)**

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

**PROJECT USE OF PROCEEDS**

Acquisition of Land \$ \_\_\_\_\_  
Land Improvement Cost \$ \_\_\_\_\_  
Purchase and/or Remodel Existing Building \$ \_\_\_\_\_  
Construction of New Building and/or Addition \$ \_\_\_\_\_  
Purchase Machinery and Equipment \$ \_\_\_\_\_ describe below  
Working Capital (CDBG loans only) \$ \_\_\_\_\_  
Other (contingencies) \$ \_\_\_\_\_  
Total \$ \_\_\_\_\_

**SOURCE OF BORROWER EQUITY (check the box & indicate amount of equity injection)**

Cash \$ \_\_\_\_\_  
 Project Land Cost \$ \_\_\_\_\_ MM/YYYY acquired: \_\_\_\_\_ Debt Balance: \$ \_\_\_\_\_  
 Other \$ \_\_\_\_\_ Please describe: \_\_\_\_\_

**EMPLOYMENT**

**Current Employment**

Number of Existing Employees: F/T \_\_\_\_\_ P/T \_\_\_\_\_  
Total Current Annual Payroll \$ \_\_\_\_\_  
Number of Minority Employees \_\_\_\_\_  
Number of Women Employees \_\_\_\_\_

**Projected Employment**

The number and wage rate of new employees anticipated as a result of this project within the next two years:

Full time	Part time	Job Type	Wage Rate
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

**PURCHASE MACHINERY & EQUIPMENT (if applicable)**

Description of M&E to be acquired	Cost	New/Used
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____



**REAL ESTATE**

- 1. Do you rent (lease) or own your current facility?     Rent (Lease)     Own
- 2. What is the square footage of your existing building? \_\_\_\_\_
- 3. What is the square footage of the proposed building? \_\_\_\_\_
- 4. If you own your current facility, what will be the disposition of this facility? \_\_\_\_\_
- 5. If you own your current building...
  - a) Are there existing tenants that will remain in the building?    Yes \_\_\_\_\_    No \_\_\_\_\_
  - b) Do you intend to lease out any space?    Yes \_\_\_\_\_    No \_\_\_\_\_

If you answered yes to either 5a or 5b, complete the information below:

Tenant	Square Footage	Rate	Length of Lease
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____

**HISTORY AND NATURE OF YOUR BUSINESS (if not enough room, attach separate page)**

- 1. When was your company established and by whom? \_\_\_\_\_  
\_\_\_\_\_
- 2. When did you gain control of the business? \_\_\_\_\_  
\_\_\_\_\_
- 3. What products or services do you sell? (enclose any catalogs or brochures) \_\_\_\_\_  
\_\_\_\_\_
- 4. What is your geographic market area? Your customers? Your competitors? \_\_\_\_\_  
\_\_\_\_\_
- 5. How do you market your product or service? (i.e., type of advertising, direct mail, outside salesmen, etc.).  
\_\_\_\_\_  
\_\_\_\_\_

**EXPECTED BENEFITS FROM THE BIZCAP LOAN**

1. How will this project help your business? (increase revenues, add new products/services, improve efficiency, etc., be specific.) \_\_\_\_\_

2. If you are moving to a new location, how will this affect your business? \_\_\_\_\_

3. Other benefits? \_\_\_\_\_

**OTHER INFORMATION (if applicable)**

Are any owners of your company also owners of other companies? If so, please detail that ownership here:

**APPLICANT NOTIFICATIONS**

The Applicants, its proprietors, partners, officers or stockholders owning 20% or more of the Applicant  have/  have not been involved in bankruptcy or insolvency proceedings. This question covers not only the Applicant, but also the personal bankruptcy or insolvency proceedings of proprietors, partners, officers or stockholders owning 20% or more of the Applicant. You must attach copies of the proceedings, if any.

The Applicant, its proprietors, partners, officers or stockholders owning 20% of more the Applicant  are/  are not involved in any pending lawsuits. This question covers not only the Applicant, but also proprietors, partners, officers or stockholders owning 20% or more of the Applicant in their personal capacities.

Is your business a franchise? Yes  No

Has the Operating Company, Borrowing Entity, Owners or Affiliates ever applied for any previous government financing (including SBA).

Name of Loan Program \_\_\_\_\_ Original Amount \$ \_\_\_\_\_

Date of Request \_\_\_\_\_ Approved  Declined

Current Outstanding Balance \$ \_\_\_\_\_ Status \_\_\_\_\_

Name of Loan Program \_\_\_\_\_ Original Amount \$ \_\_\_\_\_

Date of Request \_\_\_\_\_ Approved  Declined

Current Outstanding Balance \$ \_\_\_\_\_ Status \_\_\_\_\_



**TO BE COMPLETED BY APPLICANT**

Attorney Representing Applicant:

\_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Firm)  
\_\_\_\_\_  
(Email)  
\_\_\_\_\_  
(Address)  
\_\_\_\_\_  
(City) (Zip)  
\_\_\_\_\_  
(Phone) (Fax)

Accountant Representing Applicant:

\_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Firm)  
\_\_\_\_\_  
(Email)  
\_\_\_\_\_  
(Address)  
\_\_\_\_\_  
(City) (Zip)  
\_\_\_\_\_  
(Phone) (Fax)

Insurance Agency Representing Applicant:

\_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Firm)  
\_\_\_\_\_  
(Email)  
\_\_\_\_\_  
(Address)  
\_\_\_\_\_  
(City) (Zip)  
\_\_\_\_\_  
(Phone) (Fax)

Do you have Key Man life insurance?

\_\_\_\_\_ yes \_\_\_\_\_ no

If yes, who is covered?

\_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(\$ Amount)  
\_\_\_\_\_  
(Insurance Company)



**Operating Company Information** (if not provided on Page 1)

List all Officers (regardless of ownership) Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Borrowing Entity Information** (if not provided on Page 1)

List all Officers (regardless of ownership) Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_

**CERTIFICATION BY APPLICANT**

Applicant hereby certifies that all information contained above and in exhibits attached hereto are true to his/her best knowledge and belief and are submitted for the purpose of obtaining financial assistance from COUNTY CORP DEVELOPMENT. Applicant further certifies that he/she is aware that CCD funds disbursed for new construction must meet equal employment opportunity requirements.

Date: \_\_\_\_\_ Applicant: \_\_\_\_\_  
By: \_\_\_\_\_  
Title: \_\_\_\_\_

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**FOR COUNTY CORP DEVELOPMENT/BIZCAP USE ONLY**

Date Application Submitted \_\_\_\_\_  
Application Fee Paid: \$ \_\_\_\_\_  
Date Application Considered by CCD Board \_\_\_\_\_  
Application      Approved      Disapproved  
Dated Submitted to Attorney \_\_\_\_\_  
Date of Closing \_\_\_\_\_  
Date Funds Disbursed \_\_\_\_\_  
Terms:  
Interest Rate \_\_\_\_\_  
Number of Months \_\_\_\_\_  
Monthly Payment \_\_\_\_\_



# County Corp Development



## Small Business Loans

### Loan Application Deposit Agreement

To assist County Corp Development (CCD) in recovering its administrative costs, CCD will charge an application fee, the amount of which is stated on the Small Business Loan Application Instructions sheet provided by CCD. This application fee is due when the application is submitted to CCD for underwriting.

If the BizCap loan does not receive final approval, the borrower/small business concern (CBC) will receive a full refund, less any applicable reasonable underwriting costs and out of pocket expenses incurred by CCD.

Once the loan is approved, if the SBC decides to withdraw its loan request prior to closing, the application deposit will not be refunded. If CCD's costs incurred on behalf of the SBC in the packaging and processing of this loan exceed the deposit fee, the SBC agrees to pay the balance due to CCD.

Those costs incurred by CCD will include, but are not limited to, reasonable costs associated with performing a credit check on all borrowers/guarantors, actual legal fees incurred, any filing fees paid and/or lien searches performed, appraisal and/or environmental assessment costs, and hourly charges for staff time actually performed on the loan application.

I, \_\_\_\_\_, of \_\_\_\_\_  
(print name) (borrower/small business concern)

Agree to the above terms regarding the submission of a BizCap small business loan application to County Corp Development for financing.

\_\_\_\_\_  
Borrower/Small Business Concern

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Corp Development

\_\_\_\_\_  
Date



TO: BizCap Business Loan Officers  
BizCap Borrowers

FROM: Steve Naas, President

DATE: April 8, 2013

RE: Title Insurance fee increase

As you may be aware, CountyCorp Development (CCD) through its BizCap small business lending programs, from time to time requires title insurance to be purchased as part of the closing process for our loans. The need for CCD to purchase this title insurance is exactly the same need as our Third Party Lending partners. This is a cost that is passed along to our Borrowers as a cost of closing. CCD passes along to the Borrower our cost of the title insurance policy with no markup whatsoever.

#### **AS OF FEBRUARY 28, 2013...**

We have recently been made aware by our outside legal counsel that the Ohio Dept. of Insurance has recently approved a new mechanics lien endorsement for title policies which are to be effective within 90 days of completion of construction. In addition to lien waivers etc., the endorsement itself will have an **additional cost of 40% of the premium paid for the underlying title insurance, or \$500.00, whichever is greater.** So, if the mechanics lien exception must be removed from the loan policy, and the loan closing occurs within 90 days of completion of any construction/re-modeling, **a 40% PREMIUM**, in addition to the underlying title policy premium, will be required to be paid at the loan closing.

Just to be clear, this premium is not an additional fee charged by CCD for the BizCap loan, nor is it charged by our Third Party Lending partner.

Title companies with which we do business are aware of this requirement and are seeking acceptable alternatives. However, at this point it appears that delaying the closing of our BizCap loan(s) until 90 days after any construction has been completed is the only way to avoid paying the additional 40% title insurance premium.

We know that not every borrower or third party lending partner of ours is going to be willing to wait 90 days from the completion of their project to have us close our BizCap loan. If the closing of our BizCap loan cannot wait the 90 day period, this will mean an additional title insurance cost to our borrowers.

