

CONTACT AND PROPERTY INFORMATION

1. Owner Information

Property Owner			
Mailing Address			
Telephone		Website	
Cell Phone		Email	

2. Developer/Primary Contact Information (if different from owner)

Developer			
Mailing Address			
Telephone		Website	
Cell Phone		Email	
Relationship to Owner			

SECTION B: BUSINESS INFORMATION

1. Business/Development Information

Name of Business/Development			
The company is organized as a		Under the laws of the State of:	
Federal ID Number			

2. Property Information

Property Address	
Full legal description of property (if available)	
Tulsa County Assessor parcel number(s). Parcel numbers can be found at: http://www.assessor.tulsacounty.org/assessor-property.php	
Zoning- Current and Proposed	

SECTION C: PROJECT DEVELOPMENT

Development Plan: The following items, as well as the information contained in Sections A and B, are commonly included in a well-written development plan. Each section should be addressed in narrative form as thoroughly, yet concisely, as possible.

1. Project Cost

Estimated Cleanup Cost:	\$
Total Project Cost :	\$

2. Residential Component (as applicable):

Will the residential units be rental or for sale?
Number, types and square footages of residential units
Rent or sales price per square foot
Cost per unit residential

3. Retail Component (if applicable):

Number and square footages of retail units
Types of retail uses included in development

4. Office/Business Component (if applicable):

Number and square footages of spaces

Types of office/businesses included in development

5. Describe the amount and purpose of the Brownfield Revolving Funds requested; explain why this assistance is necessary, the amount of the gap and why the gap exists and is required for the project to succeed.

6. Document any previous requests for COT public funds by the owner or developer, the amount requests and if they were granted how they were utilized.

BRLF LOAN APPLICATION

NEW APPLICATION

RENEWAL

CHANGE

1. INFORMATION ABOUT YOUR BUSINESS			DUNS #	
Legal Business Name/Borrowing Entity	Street Address	City	State	Zip
Mailing Address (if different than above):				
Contact Name	Telephone Number	Fax Number	Tax I.D. No.(EIN) or Social Security No.	

NATURE OF YOUR BUSINESS: <input type="checkbox"/> Service <input type="checkbox"/> Agriculture <input type="checkbox"/> Other <input type="checkbox"/> Retail <input type="checkbox"/> Wholesale <input type="checkbox"/> Manufacturing			TYPE OF BUSINESS <input type="checkbox"/> Individual* <input type="checkbox"/> S Corporation <input type="checkbox"/> Limited Partnership* <input type="checkbox"/> Corporation* <input type="checkbox"/> LLC <input type="checkbox"/> General Partnership <input type="checkbox"/> Proprietorship* <input type="checkbox"/> Other	
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*CORPORATION RESOLUTION, PARTNERSHIP AGREEMENT OR ENTITY IDENTITY MAY BE REQUIRED.

2. PRINCIPAL OWNERS					
Name	Social Security No.	Address & Zip Code	% of Ownership	Title	Phone No.

3. BUSINESS REFERENCES					
Please list major customers: Name		Address	Name of Contact	Phone No.	% of Sales
Please list major trade suppliers: Name		Address	Name of Contact	Phone No.	% of Purchases

4. OTHER INFORMATION			
1.	Is business involved in any claim or lawsuit?	Yes	No
2.	Are there any taxes not currently paid or in dispute?	Yes	No
3.	Is the business liable for any amounts via leases, guarantees, commitments or other contingency agreements?	Yes	No
4.	Has the business ever been declared bankrupt or had a judgment against it?	Yes	No
5.	Has applicant or any owner declared bankruptcy in the last 10 years?	Yes	No
6.	Is any collateral offered pledged to other creditors?	Yes	No
7.	Have you had an IRS or state tax audit in the last 3 years?	Yes	No

IF YES TO ANY QUESTION, PLEASE ATTACH DOCUMENTATION.

5. LOAN REQUEST INFORMATION			
Loan Amount Requested:	\$	Months to repay or payments requested	

6. SOURCES FOR REPAYMENT:
WHAT WILL BE YOUR PRIMARY SOURCE OF REPAYMENT?
SECONDARY SOURCE OF REPAYMENT?

NOTE: If personal income is listed as a source of repayment, you need not include income from alimony, child support, or separate maintenance payments unless you wish to rely on such income as a basis for repayment of the loan.

7. PROPOSED COLLATERAL: Please describe and supply current market value (including any assets to be acquired with proceeds)			
Equipment	Market Value	Accounts Receivable	Market Value
Inventory	Market Value	Real Estate	Market Value
Other	Market Value	Other	Market Value

8. EXISTING INDEBTEDNESS: Furnish the following information on loans and obligations which are currently outstanding, especially as related to the proposed collateral.

Payable to	Original Amount	Original Date	Current Balance	Interest Rate	Maturity Date	Monthly Payment	Collateral	Current or Past Due
	\$		\$			\$		
	\$		\$			\$		
	\$		\$			\$		

PLEASE INCLUDE THE FOLLOWING INFORMATION (if applicable):

<input type="checkbox"/> Current interim financial statements	<input type="checkbox"/> Budget or cash flow projections for the next 12 months
<input type="checkbox"/> Appraisal of collateral, inventory ,property ,etc.	<input type="checkbox"/> Owner(s) financial statements
<input type="checkbox"/> The last three years’ financial statements	<input type="checkbox"/> Personal financial statements for all guarantors
<input type="checkbox"/> Copy of existing lease or purchase agreement	<input type="checkbox"/> Current aging of accounts receivable
<input type="checkbox"/> The last three years’ tax returns	<input type="checkbox"/> Articles of Incorporation and By-laws or Partnership Agreement

9. CERTIFICATION AND SIGNATURES

The undersigned certifies that all statements in this Application and on each document required to be submitted in connection herewith, including federal income tax returns, are true, correct and complete. The undersigned authorizes The City of Tulsa (City) to make such inquiries and gather such information as it deems necessary and reasonable concerning any information provided to the City on this application or on any such required document, including inquiries to the Internal Revenue Service and any local credit bureau reporting agencies. The undersigned further agrees to notify the City promptly of any material change in any such information. The undersigned agrees that the City may provide a copy of this application to any affiliate or subsidiary.

By (Authorized Signature) Title Date

By (Authorized Signature) Title Date

JOB DEVELOPMENT STATEMENT

Participants will be required to track all “jobs created” (this is a new position created and filled, or an existing unfilled position that is filled as a result of funding) and “jobs retained” (this is an existing position that would not have continued to be filled were it not for funding) within the business and location. These are projections and will need to be tracked if this project is selected.

1. **Cleanup Jobs Created** (if known)

Job Title	Brief Description of Duties & Tasks	Est. Hours worked/week	Est. Hourly Wage	Est. Mo/Yr Job Creation

2. **Redevelopment/Renovation Jobs Created** (estimated)

Job Title	Brief Description of Duties & Tasks	Est. Hours worked/week	Est. Hourly Wage	Est. Mo/Yr Job Creation

3. **Permanent Jobs Created at Location:** (Please describe all of the new employment positions to be created as a result of this loan.)

Job Title	Brief Description of Duties & Tasks	Est. Hours worked/week	Est. Hourly Wage	Est. Mo/Yr Job Creation

4. **Permanent jobs retained at location:** (Please describe all of the new employment positions to be retained as a result of this loan.)

Job Title	Brief Description of Duties & Tasks	Est. Hours worked/week	Est. Hourly Wage	Est. Mo/Yr Job Creation

I hereby certify that the information provided is accurate to the best of my knowledge:

Client Signature

Date

Client Signature

Date

GENERAL RELEASE

I/We _____ hereby authorize The City of Tulsa (City) or its designated agents to share, obtain and receive all records and information pertaining to eligibility for the Tulsa Brownfields Revolving Loan Fund, including employment, income, (including IRS returns) credit history, residency, and banking information. This authorization hereby gives the City the right to request all information that we can or could obtain from any persons, company, or firms on any matter referred to above. This also authorizes the City to share both business and financial information to prospective financial institutions that could potentially participate in the loan process. I/We agree to have no claims for defamation, violation of privacy, or otherwise against any person or firm or corporation by reason of any statement or information released by them to the City for the purpose of this program.

Signature	Social Security Number	Date
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Signature	Social Security Number	Date
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In witness thereof, these parties hereto have caused this agreement to be duly executed as of this

_____ day of _____ 20_____.

Witness