



# Vineland Revolving Loan Fund Loan Application



*Please make sure that your business has been certified as an Urban Enterprise Zone (UEZ) business before completing and submitting this application. For more information on how to become a certified UEZ business, contact 856-794-4100*

*Please complete the attached  
State of New Jersey, Division of Taxation - UZ-5-SB-A form.*

# City of Vineland

## Urban Enterprise Zone Loan Application

This form is designed to provide the City of Vineland with sufficient information to permit effective consideration of your loan request. *A fully completed application will eliminate unnecessary delays.*  
 Please Note: There is a **\$250.00 non-refundable application fee** payable to the Vineland Development Corporation when submitting this application. (\$100.00 non-refundable application fee for H.E.L.P. Loan Applications is also made payable to the Vineland Development Corporation.)

### I. GENERAL INFORMATION

Name of Applicant: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address of Business: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Work Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Home Telephone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email address: \_\_\_\_\_ Website: \_\_\_\_\_

### II. OWNERSHIP & MANAGEMENT

Structure of business (**Check One**)

- C-Corporation                     
  Limited Liability Co. (LLC)                     
  Sole Proprietorship  
 Sub Chapter S Corporation     
  Partnership   
  Trading As/Doing Business As

Ownership of applicant company (*List all owners, stockholders and members and percent ownership*):

**USE SEPARATE SHEET IF NECESSARY.**

<i>Name</i>	<i>Social Security No.</i>	<i>Date of Birth</i>	<i>Percentage Owned</i>
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			

**III. COMPANY HISTORY/PROFILE**

Month/year business was established: \_\_\_\_\_

Tax ID or EIN #: \_\_\_\_\_

Line of Business: \_\_\_\_\_

SIC: \_\_\_\_\_

**EMPLOYEE INFORMATION:**

Number of employees: full-time \_\_\_\_\_ part-time: \_\_\_\_\_

Jobs to be created (next two years): full-time : \_\_\_\_\_ part-time: \_\_\_\_\_

**IV. EXISTING BUSINESS LOANS PAYABLE (USE SEPARATE SHEET, IF NECESSARY)**

Whom Payable/ Account. Number	Original Amount	Loan Date month/year	Term	Interest Rate	Outstanding Balance	Collateral
1.		/				
2.		/				
3.		/				

**V. DESCRIPTION OF PROPOSED FINANCING**

**LOAN REQUEST (Please Itemize):**

Real Estate Acquisition: \$ \_\_\_\_\_

Land Acquisition: \_\_\_\_\_

New Construction: \_\_\_\_\_

Building Renovations: \_\_\_\_\_

Leasehold Improvements: \_\_\_\_\_

Machinery & Equipment: \_\_\_\_\_

Inventory: \_\_\_\_\_

Working Capital: \_\_\_\_\_

Other (describe): \_\_\_\_\_

Total Project Costs: \_\_\_\_\_

Less: Owners Equity: \_\_\_\_\_

Other Financing Source (List): \_\_\_\_\_  
Total Loan Request: \$ \_\_\_\_\_

**VI. ACCOUNTANT AND ATTORNEY INFORMATION**

**Name of Accountant:** \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Name of Attorney:** \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_

**VII. SUPPORT INFORMATION & STATEMENTS REQUIRED**

1. Current (within 90 days) and previous three years business financial statements and/or federal tax returns.
2. If the business is less than two years old, submit projected income statement for two years following receipt of the loan and a projected monthly cash flow statement for one year after the loan. (Assistance for this item is available.)
3. Personal financial statements completed and signed for all owners. Document all cash balances and/or marketable securities with statements; document all real estate values with appraisals; and document all business valuations.
4. Personal federal income tax returns and W-2's for the past three years, signed copies.
5. For all equipment purchases and/or minor building renovations, provide contractors estimates, suppliers price quotations and purchase orders.
6. If you are planning to purchase real estate, please submit a complete copy of the Agreement of Sale. If you own the property to be renovated, submit a copy of the deed.
7. If you currently rent your current location, submit a copy of the lease.
8. If you are planning to renovate commercial real estate, please submit preliminary plans and specifications for new construction or renovation and cost estimates prepared by a qualified, independent third party (General Contractor or Architect).
9. Collateral information & description (copy of deed & survey for real estate; invoice and serial numbers for equipment). Include documentation such as itemized list of equipment to be used as collateral by name and serial number as well as leases for income producing properties if applicable.
10. Certificate of Incorporation and Corporate Resolution. Partnership Agreement or Limited Liability Company (L.L.C.) formation certificate and Operating Agreement.
11. Explain how the loan will affect your business goals regarding production, sales, profits, jobs created, etc.
12. Any additional information which will assist the Vineland Urban Enterprise Zone staff in analyzing your

application.

13. A copy of valid photo Driver's License or current acceptable photo identification card.
14. A \$250.00 application fee made payable: **Vineland Development Corporation.** (*\$100 non-refundable application fee for H.E.L.P Loan Application is made payable to Vineland Development Corporation.*)

I authorize the City of Vineland to investigate my/our personal and business financial credit history as necessary to process a loan application. The undersigned authorize any person or consumer reporting agency to give you any information it may have on the undersigned. Each of the undersigned authorizes you to answer questions about your credit experience with the undersigned. THE UNDERSIGNED, in applying for financial assistance from Vineland Urban Enterprise Zone, recognizes that prior to receiving any financial assistance he or she will agree to comply with all federal, state and local laws and regulations to the extent that such are applicable.

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**Name of Business:**

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**Signature/Title:**

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**Date:**

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**Signature/Title:**

**The approval and disbursement of Urban Enterprise Zone ("UEZ") Assistance Funds is contingent upon the Borrower/Business remaining a UEZ certified business, while meeting and maintaining all outstanding tax obligations to the State of New Jersey and City of Vineland. Failure to comply with this mandate may result in default and repayment of their outstanding loan balance(s).**

**To verify your current certificate status or to certify your business with the UEZ program, please contact Nilsa Rosario, UEZ Certification Coordinator at (856) 563-0440.**

### **EQUAL CREDIT OPPORTUNITY ACT**

The Federal Equal Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided that the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derived from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal agency that administers compliance with this law concerning this creditor is the Federal Trade Commission, Equal Credit Opportunity, Room 500, 633 Indiana Avenue, N.W., Washington, DC 20580.

**Revised: 2/27/2015**