



**SENECA COUNTY INDUSTRIAL DEVELOPMENT AGENCY  
REVOLVING LOAN FUND (SENIDA EDA RLF)  
LOAN APPLICATION**

*For Loans Over \$25,000*

**Seneca County Industrial Development Agency • One DiPronio Drive Waterloo, NY 13165**

**senecacountyIDA.org • P 315.539.1725 • F 315.538.4340**

**I. APPLICATION INFORMATION**

**A. Company name, address, city/state/zip, telephone number, website**

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**B. Company owner/officer completing this application**

Name	Telephone
_____	_____
Title	Fax
_____	_____
Mailing address (if different from above)	Email
_____	_____

**C. Business Type**

- |  |   |
|--|---|
| <input type="checkbox"/> Sole Proprietorship           | <input type="checkbox"/> Partnership                |
| <input type="checkbox"/> Limited Liability Partnership | <input type="checkbox"/> Privately-held Corporation |
| <input type="checkbox"/> Limited Liability Company     | <input type="checkbox"/> Public Corporation         |

**D. State and date of establishment**

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**E. Principal Owners/Officers**

Name	Title	Name	Title
_____	_____	_____	_____
_____	_____	_____	_____

**F. Stockholders/partners/members owning more than a 5% interest in the applicant company**

Name	Title (if applicable)	Ownership	Interest %
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**G. Bank references and telephone numbers**

Bank Officer	Bank	Office	Phone #	Email
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**H. Major trade references and telephone numbers**

Name & Title	Company Name	Phone #	Email
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**I. Has the company (or any related company) been a party to any prior financing, whether by this agency or by any financial institution in the region in which this project is located?**

Yes  No

**J. Company legal counsel**

Attorney's Name

Telephone Number

\_\_\_\_\_

\_\_\_\_\_

Firm Name

Fax Number

\_\_\_\_\_

\_\_\_\_\_

Address

Email

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**II. PROJECT LOCATION**

**A. Project name**

\_\_\_\_\_

**B. Location of project (address if different from I. A.)**

\_\_\_\_\_

\_\_\_\_\_

**C. Indicate municipal jurisdictions**

Town \_\_\_\_\_

Village \_\_\_\_\_

City \_\_\_\_\_

School District \_\_\_\_\_

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**D. Are other facilities or related companies located within the state?**

Yes  No

Names: \_\_\_\_\_

**E. Provide current and estimated jobs to be achieved from this project. (Note if hourly, weekly or annual pay.)**

Job Classification	Pay Range

Number of Employees per Category			
Presently	6 Months	1 Year	2 Years
Total	Total	Total	Total

**III. PROJECT COSTS AND FINANCIAL REQUIREMENTS**

**A.**

**FINANCIAL PACKAGE**

		Dollars	% of Total
Project Costs:	Project Financing:		
Land:	Equity (Owner)		
Buildings:	Equity (Others)		
Equipment:	Subtotal		
	(Must be at least 10% of total)		
Start-up Capital:	Bank		
Working Capital:	Local Agencies		
	(include SCIDA RLF here)		
Other:	State Agencies		
	Federal Agencies		
	Other		
TOTAL:	TOTAL:		
SCIDA EDA RLF Loan Request	\$ _____		_____

**B. List all lenders for this project (including name of institution, contact person, telephone number, amount of financing requested)**

Bank Contact \_\_\_\_\_

Phone \_\_\_\_\_

Amount \_\_\_\_\_

Other Contact \_\_\_\_\_

Phone \_\_\_\_\_

Amount \_\_\_\_\_

**C. Collateral (Describe and List Any Existing Lien Holders)  
(Position)**


## Agreements and Certifications

### AGREEMENTS:

- (a) I/we agree that if the lender approves this loan application I/we will not, for at least two years, hire as an employee or consultant anyone who was employed by the lender during the one-year period prior to the distribution.
- (b) I/we agree that the project will adhere to all local, state and federal air and water pollution standards.
- (c) I/we agree that I/we will obtain required flood hazard insurance.
- (d) I/we agree that if construction is financed by this loan, accessibility to the handicapped is assured by compliance with the standards of 41 CFR, Sub-Part 101-19.6.
- (e) I/we agree that if construction is financed by this loan, the project will comply with National Historic Preservation Act, 1966, as amended.
- (f) I/we agree to hold the federal government harmless from and against all liabilities that may result from providing an award to assist in site preparation or construction, as well as direct or indirect renovation or repair of a facility or site.
- (f) I/we agree to submit to the lender quarterly financial reports.



**CERTIFICATIONS:**

(a) I/we certify that all information in this application and exhibits is true and complete to the best of my/our knowledge and is submitted to SCIDA EDA RLF so it can decide whether to grant a loan or participate with a lending institution in a loan to me/us.

(b) I/we give the assurance that I/we will comply with Section 112 and 113 of Volume 13 of the Code of Regulations. These Code Sections prohibit discrimination on the grounds of race, color, sex, religion, marital status, handicap, age or nation of origin by recipients of federal financial assistance and require appropriate reports and access to books and records. These requirements are applicable to anyone who buys or takes control of the business. I/we realize that if I/we do not comply with these non-discrimination requirements the lender can call, terminate or accelerate repayment on my/our loan.

(c) I/we certify that facilities under its ownership, lease or supervision, which will be utilized in the accomplishments of the project or services financed by this loan, are not listed on the Environmental Protection Agency's (EPA) list of violation facilities, pursuant to Section 15.20 of 40CFR, Part 15.

(d) I/we certify that I/we am/are not relocating from another labor area.

e) I/we certify that I/we are not an "Interested Party" and this loan does not violate the Conflict of Interest Rules.

**Authority to Collect Personal Information:**

This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974). Effect on Non-disclosure: Omission of an item means you might not receive full consideration.

I/we authorize disclosure of all information submitted in connection with this application to the financial institution agreeing to participate in the loan.

I/we understand that the SCIDA EDA RLF is required to obtain a credit report on applicant owners with a 20% or greater ownership interest and all persons guaranteeing the loan.

As consideration for any management and technical assistance that may be provided, I/we waive all claims against SCIDA EDA RLF and its consultants.

I/we realize that if I/we do not comply with these Agreements and Certifications, the lender can call, terminate or accelerate repayment of my/or loan.

\_\_\_\_\_  
Signature of Preparer (if other than applicant)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print/Type Name of Preparer (if other than applicant)

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print/Type Name of President

\_\_\_\_\_  
Signature of Corporate Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print/Type Name of Corporate Secretary

Corporate Seal

### **Checklist of Information to be Attached**

(Each item must be addressed for loan application to be considered complete.)

- 1) Non-refundable application fee: \$250 OR 1% of loan amount, whichever is smaller. Include a check made payable to Seneca County Industrial Development Agency.
- 2) Copy of business formation paperwork.
- 3) Personal financial statement for each principal owning 20% or more of the company or company stock.
- 4) Copy of personal income taxes for each principal owning 20% or more of the company or company stock – 3 years.
- 5) Organizational chart for the company.
- 6) Résumé for each company manager.
- 7) Brief narrative about the company history, plans, products, services, locations and other pertinent background information.
- 8) Marketing information, including strategies.
- 9) Current business credit report.
- 10) Bank commitment letter or rejection letter.
- 11) Documentation of value and indebtedness of tangible personal property and real property to be used for equity and/or collateral.
- 12) Documentation for cost of all tangible personal property and real property listed under “Project Costs.”
- 13) Completed spreadsheet of company historical financial statements – 3 most recent years.
- 14) Signed interim company financial statements – 90 days.
- 15) Federal income taxes for business – 3 most recent years.
- 16) Schedule of all business debts, installments or notes.
- 17) Financial projections for business – 3 years.
- 18) Attach copies of preliminary plans or sketches of project, site and existing facility, etc. include environmental review status.
- 19) Include proposed lease for the location.
- 20) Include purchase option for location.