



ALL SECTIONS OF THIS LOAN APPLICATION MUST BE COMPLETED. AN INCOMPLETE LOAN APPLICATION WILL DELAY THE PROCESSING AND REVIEW OF YOUR FINANCING REQUEST.

When submitting your loan application to KABA, please be sure to include all required documentation. Throughout this application "Required Documentation" will be denoted by a ✓. Loan applications received by KABA without the required documentation will not be processed until all required information and/or documentation is received. Please use additional pages if needed and attach exhibits where appropriate.

When this application is completed in its entirety and signed, please mail it, along with the application fee, to Kenosha Area Business Alliance, 5500 6th Avenue, Suite 200, Kenosha, WI, 53140.

## Borrower Information

Entity applying for a loan with KABA. The borrower is responsible for repayment of the debt.

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_ Web site: \_\_\_\_\_  
 Federal ID#: \_\_\_\_\_ State ID#: \_\_\_\_\_  
 Year business began: \_\_\_\_\_ Current number of employees: \_\_\_\_\_  
 Primary contact for questions regarding this application: \_\_\_\_\_

✓ Please submit copies of all the appropriate organizational documents for the borrower from the following list along with your application:

- Certificate of Good Standing
- Articles of Incorporation
- Articles of Organization
- By-Laws
- Operating Agreement
- Member Agreement
- Partnership Agreement
- Management Agreement

## Operating Company Information

Please complete this section if the Operating Entity is separate and distinct from the Borrower.

Operating Entity and Borrower are the same. (Skip to 'Economic Development Project' section)

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_ Web site: \_\_\_\_\_

# Operating Company Information, continued

Federal ID#: \_\_\_\_\_ State ID#: \_\_\_\_\_

Year business began: \_\_\_\_\_ Current number of employees: \_\_\_\_\_ Primary contact for questions regarding this application: \_\_\_\_\_

✓ Please submit copies of all the appropriate organizational documents for the operating company from the following list along with your application:

- Certificate of Good Standing
- Articles of Incorporation
- Articles of Organization
- By-Laws
- Operating Agreement
- Member Agreement
- Partnership Agreement
- Management Agreement

## Economic Development Project

Please provide a description of your project in terms of capital investment, job creation or retention and/or tax base increase. Please use a separate sheet if more space is needed.

Please provide the address of your economic development project if it is different than the previous Borrower or Operating Company address information.

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

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

Please provide details about the jobs that will be created and/or retained throughout the life of the loan as a result of this project. Please use a separate sheet if more space is needed.

✓ Please attach a current employee listing that details the following information for the borrower and/or operating company: name, position, salary/hourly rate, gender and minority status. If job retention is the focus of your project, please highlight those positions that will be retained on your employee listing.

Please provide details about the benefits provided to your employees. Include details on the percentage of health care costs paid by the employer for family and single coverage. Please use a separate sheet if more space is needed.

✓ Please provide a copy of your detailed project budget

Continued on the next page ⇨

Please provide an explanation as to what KABA's funds would be used for within the context of your project budget. Please use a separate sheet if more space is needed.

## Financing

✓ Please provide a detailed list of project funding sources and uses. The following list can be used as a guideline.

Uses		Sources	
Real Estate	\$ _____	Private Lender (bank)	\$ _____
Improvements	\$ _____	Small Business Administration	\$ _____
Equipment	\$ _____	Owner's Equity	\$ _____
Other	\$ _____	KABA	\$ _____
Other	\$ _____	Other	\$ _____
Other	\$ _____	Other	\$ _____
<b>Total Uses</b>	<b>\$ _____</b>	<b>Total Sources</b>	<b>\$ _____</b>

What financial assistance are you requesting from KABA?

Amount: \$ \_\_\_\_\_

*This dollar amount must match the "KABA" figure provided in your detailed list of funding sources above.*

Loan term: \_\_\_\_\_

*Please take note of the following table when selecting a loan term.*

Real Estate	Up to 20 years
Leasehold Improvements	7 to 10 years
Equipment	3 to 7 years (depending upon equipment)

**PLEASE NOTE THAT THE INTEREST RATE KABA WILL CHARGE IS DEPENDENT UPON THE CREDITWORTHINESS AND RISK ASSOCIATED WITH THE BORROWER.**

What collateral will be pledged to KABA as part of this project? Please use a separate sheet if more space is needed.

Will additional collateral be pledged? Please use a separate sheet if more space is needed.

# Document Checklist

Have you included the following items noted in this application?

- ✓ *Organizational Documents – Borrower*
- ✓ *Organizational Documents – Operating Company*
- ✓ *Detailed listing of current employees – Borrower and/or Operating Company*
- ✓ *Project Budget*
- ✓ *Detailed List of Funding Sources*
- ✓ *Non-Refundable \$250.00 application fee*

In addition, the following items must be submitted along with the loan application:

- ✓ *Year End Income Stmt, Balance Sheet and Stmt of Cash Flows for the prior 2 years\**
- ✓ *Most recent Monthly Income Stmt, Balance Sheet and Stmt of Cash Flows*
- ✓ *Current year and next year Budget/Forecast*
- ✓ *A detailed listing of the owners of the business and their respective levels of ownership*
- ✓ *Personal Financial Stmt's of owners with a 20% interest or greater in the organization*
- ✓ *Brief biographies of the management team (CEO, CFO and other key employees)*
- ✓ *Copies of purchase agreements (if your project is for equipment or real estate)*
- ✓ *Copy of Phase I Environmental Report (for real estate projects)*
- ✓ *Copies of Leases (if your project is for leasehold improvements or renovations)*
- ✓ *Documentation that the project is in compliance with local and state building codes and zoning regulations and/or other applicable ordinances (for real estate projects)*
- ✓ *An independent appraisal of the assets to be purchased or improved*
- ✓ *Identity of accountant and legal representation*

\* If your entity is a start up or less than two years old, please include your most recent year end statement and a copy of your business plan.

# Credit Check Authorization

Borrower and individuals providing a personal guaranty agree to provide the necessary information and authorization that would allow KABA to perform a credit check.

Please provide your separate authorization to do so here:

\_\_\_\_\_  
*Applicant's signature*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

The following list of requirements will be incorporated into the loan agreement should KABA approve the loan application and borrower accept the loan commitment:

1. Borrower will provide adequate, comprehensive insurance coverage prior to closing and on an annual basis throughout the loan term, on the applicant (if required) and all property KABA secures as collateral. KABA shall be listed as "additional insured party" on all insurance policies.
2. Borrower will be required to provide documentation throughout the loan term to substantiate compliance with all covenants and other loan requirements. This includes, but is not limited to, financial statements, tax returns, real estate tax payments, payroll tax payments, utility payments, job creation/retention reports, insurance renewals and other documentation as required by KABA.
3. Borrower must maintain operations and the collateral securing KABA's financing within Kenosha County.
4. Borrower must create and/or retain the jobs, as agreed upon and documented in the loan agreement, throughout the life of the loan. The creation and/or retention of jobs is a critical requirement of KABA's agreement to provide financing. Failure to create and/or retain the jobs, as agreed upon, may cause the immediate increase in the interest rate charged on the loan.
5. Borrower, if not already a member, agrees to maintain KABA membership, at the appropriate dues level, for the duration of the loan.

The above and attached information as herein submitted and signed by me is correct to the best of my knowledge. I understand that the presentation made herein will be used by KABA in making a lending decision. As such, the information will be incorporated in the loan documents should the loan be approved.

\_\_\_\_\_  
*Applicant's signature*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*