

COMPANY INFORMATION

Operating company name _____

Doing business as _____ Website _____

Type of industry _____ Date established _____

Type of entity (check one): Sole proprietorship Partnership Corporation, years chartered _____ LLC Trust

Primary Contact _____ Phone _____

Title _____ Mobile _____

E-mail address _____ Fax _____

EXISTING BUSINESS LOCATIONS

Address _____

Square feet _____ Lease payment _____ Replaced by new facility? Yes No

Address _____

Square feet _____ Lease payment _____ Replaced by new facility? Yes No

COMPANY MANAGEMENT/KEY EMPLOYEES

Please list all Corporate Officers, Managers and Key Employees regardless of ownership:

Name	% Owner	Title	Responsibilities	Years with the company	Years in the industry

Number of total current employees _____

Estimated number of additional (new) employees within the next two years as a result of this project _____

OTHER CONTACTS RELATED TO THIS TRANSACTION

Insurance co. _____ **Contact Person** _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ E-mail _____

Title Company _____ **Contact Person** _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ E-mail _____

PROJECT INFORMATION

Street address of project _____

City _____ State _____ Zip _____ County _____

What is the square footage of the new building? _____ What is the square footage your company will occupy? _____
Please note your company is required to occupy 51% of an existing building or 60% of a new building.

Will there be other tenants occupying space in the new building? Yes No
If there are other tenants, please provide copies of all existing leases (your broker or realtor may be able to provide you with copies).

Entity or individual(s) who will own the **real estate**? _____

Entity or individual(s) who will own the **equipment**? _____

If above is an entity that is not the operating company, please provide ownership of this company: _____

Source of down payment/equity injection? (such as business or personal cash, home equity loan, etc.) _____

PROJECT COSTS

Purchase land \$ _____

Purchase land & building \$ _____

Construction/remodeling \$ _____ You may include costs incurred up to nine months prior to this application.

Construction contingency \$ _____ Not to exceed 10% of construction costs.

Purchase/install equipment/fixtures \$ _____ Equipment may have a requirement of a useful life of 10 years or greater.

Professional fees: (architects, permits) \$ _____ You may include cost of appraisals and environmental investigations.

Sales tax \$ _____

Other: \$ _____

Total project cost \$ _____ Down payment/equity injection \$ _____

AFFILIATE BUSINESSES

If anyone owning 20% or more of this business also has ownership in other businesses, please complete the following; use an additional sheet if necessary.
(additional financial information may be required on these entities)

Business Name _____ Owner _____ Ownership % _____

Business Name _____ Owner _____ Ownership % _____

Business Name _____ Owner _____ Ownership % _____

Business Name _____ Owner _____ Ownership % _____

Business Name _____ Owner _____ Ownership % _____

Business Name _____ Owner _____ Ownership % _____

MISCELLANEOUS QUESTIONS

Have you, your company, or any officer of your company ever been involved in bankruptcy proceedings? Yes No
If yes, please provide copy of bankruptcy proceedings and discharge paperwork.

Are you or your business involved in any pending or prior lawsuits? Yes No
If yes, please provide details on a separate sheet.

Do you or your business have any delinquent unpaid federal taxes or unresolved liens from taxes owing? Yes No
If yes, please provide details on a separate sheet.

Have you or your business ever received a government loan? Yes No
Including undisbursed commitments for SBA loans, student loans, disaster loans, or any government guaranteed vehicle. If yes, please fill out our Government Financing Disclosure Form.

Is your business a Franchise, or does it operate under a dealer or licensing agreement from another entity? Yes No
Please provide a copy of the agreement for review.

Does your business currently engage in export trade? Yes No If yes, what percent? %

Do you plan to begin or increase exporting as a result of this loan? Yes No If yes, what percent? %

AUTHORIZATION TO RELEASE INFORMATION

I/We hereby authorize the release to Evergreen Business Capital of any information they may require at any time for any purpose related to my/our credit transactions with them.

I/We further authorize Evergreen Business Capital to release such information to any entity they deem necessary for any purpose related to my/our credit transaction with them.

I/We hereby certify that the enclosed information, including any attachments or exhibits provided herewithin or at a later date, is valid and correct to the best of my/our knowledge.

1. Name of applicant(s) _____

Signature of applicant(s) _____ Date _____

2. Name of applicant(s) _____

Signature of applicant(s) _____ Date _____

3. Name of applicant(s) _____

Signature of applicant(s) _____ Date _____

4. Name of applicant(s) _____

Signature of applicant(s) _____ Date _____

CHECKLIST

Please provide copies of the following items:

Business and Affiliate Information

<input type="checkbox"/>	Federal tax returns for the last two years for Operating Company and all affiliate businesses.
<input type="checkbox"/>	Year-to-date financial statement dated within the last 90 days
<input type="checkbox"/>	Projected balance sheet and income statement for 2 years, with assumptions in narrative format. <i>Required for "new" business under two years old and/or when requested. If new business, 1st year showing month-to-month, second year annual.</i>
<input type="checkbox"/>	Business debt schedule (form attached) <i>Date and information matching interim/most current balance sheet submitted with package.</i>
<input type="checkbox"/>	Aging of accounts (form attached) <i>Date and information matching interim/most current balance sheet submitted with package.</i>
<input type="checkbox"/>	Principal profile (form attached)
<input type="checkbox"/>	Previous government financing (form attached)
<input type="checkbox"/>	Corporation: Articles of Incorporation, stamped as "filed" by the State and By-Laws
<input type="checkbox"/>	Limited Liability Company: Articles of Organization, stamped as "filed" by the State and Operating Agreement

<input type="checkbox"/>	Franchise agreement (if applicable)
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Personal Information (for each owner of 20% or greater)

<input type="checkbox"/>	Personal financial statement (form attached)
<input type="checkbox"/>	Personal resume (form attached)
<input type="checkbox"/>	Personal tax returns for the last two years
<input type="checkbox"/>	Copy of driver's license & permanent resident alien card, if applicable

Real Estate Information

<input type="checkbox"/>	Real estate purchase agreement or settlement sheet
<input type="checkbox"/>	Construction cost budget and/or equipment invoices
<input type="checkbox"/>	Existing leases for project property
<input type="checkbox"/>	Environmental assessment (Phase I or TSA): A list of specialists knowledgeable about SBA requirements is available upon request.
<input type="checkbox"/>	Appraisal: The participating lender will order.