

East Arkansas Planning and Development District
 PO Box 1403 · 2905 King Street
 Jonesboro, Arkansas 72403

Business Loan Application

BACKGROUND

Today's Date		Date Business Started	Principal in Charge	
Name of Business			Phone	Cellular Phone or Pager
Street Address		Form of Business (check one)		
City		<input type="checkbox"/> For-Profit Corporation <input type="checkbox"/> Non-Profit Corporation <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Mutual or Cooperative Corporation <input type="checkbox"/> General Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Other		
State		County	Federal Tax ID (Incorporated) or Social Security Number (not incorporated)	
Zip Code		NAICS / SIC Code		
Phone Number	Fax Number			

How did you learn about EAPDD?

Description of Business

Insurance Company Under Which Business is Covered		Bank	Account Officer	
Type of Insurance	Policy Number	Bank Address		
Agent's Name	Phone Number	Phone Number	Fax Number	
Accountant's Name	Phone Number	Attorney's Name	Phone Number	
Business Owner(s)	Address	Social Security Number	Ownership Interest %	

LOAN REQUESTED

Amount Requested	# of Employees Before Loan	Projected # of Employees 1 Year After Loan
Proposed Repayment Schedule		
Proposed Source(s) of Repayment		
Possible Co-lender(s) for Loan Request (provide name, address, and phone number)		

USE OF LOAN PROCEEDS			
Land Acquisition	\$	Acquisition of Existing Business	\$
New Construction / Expansion / Repair	\$	Professional Fees (surveying, engineering, etc.)	\$
Acquisition of Machinery & Equipment	\$	All Other (provide description) _____	\$
Inventory Purchase	\$	_____	
Working Capital	\$	_____	
TOTAL PROJECT AMOUNT			\$

COLLATERAL			
Total Capitalization Source (cash, land, other equity)	Address	Value	Source of Valuation

BUSINESS COMPETITIVENESS

Provide on a separate page (if necessary) a narrative description of the history of your business. Include mention of any changes in your business over time due to changes in ownership, location, sales trends, industry or economic cycles, or growth of the business.

What products and/or services does/will the business offer for sale? Who is your targeted customer base? What methods do you plan to use to market your products or services?

Who are/will be your competitors?

What would you explain about your (management's) past education and work experience if you were attempting to convince someone you could operate the business successfully?

Are there any factors that will contribute to your successful operation of the business? (For example, a competitive advantage, advance order contacts, etc.)

CHECKLIST

Please submit the following items with this loan application:

- Financial Statements for the last three (3) years (include balance sheets and income statements)
- Business and personal Federal Tax Returns for the last three (3) years
- Interim Financial Statements dated within ninety (90) days of application

- Personal Financial Statements of Owners, Co-Makers and Guarantors
- Business Plan (including projected balance sheet and income statements)
- Management Resumes (for each individual with at least 20 percent ownership)
- Organizational Documentation

Please send this application form and the materials described above to:

Pam Alexander
 PO Box 1403
 Jonesboro, AR 72450
 Phone (870) 932-3957
 Fax (870) 932-0135

I hereby certify that the information contained in this application and related materials is true and correct. I further certify that the proceeds of any loan made as a result of this application will be used for legal business purposes only, and will not be used for personal or consumer purposes. I affirm that I do not discriminate on the basis of race, religion, sex, handicap, sexual preference or marital status. I acknowledge that (1) no business development officer has the authority to commit East Arkansas Planning and Development District (EAPDD) to any loan without prior approval by EAPDD's Board of Directors and (2) any loan commitment must be in writing and signed by an authorized representative of EAPDD. I authorize EAPDD to contact any of the above named references. I affirm that EAPDD is authorized to request credit information on the business(es), principal(s), co-lender(s) and guarantor(s) listed herein.

Business Name: _____

By: _____

Title: _____

Date: _____

The Federal Equal Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, and age (provided the applicant has the capacity to enter into a binding contract) or, because all or part of the applicant's income is derived from any public assistance program, or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. Complaints of discrimination may be filed with the USDA, Director, Office of Civil Rights, Washington, D.C. 20250.

New Business Income Statement



Applicant/Company Name

	First Year Projections Dollar Estimates	Second Year Projections Dollar Estimate
Revenue (Sales)		
Merchandise Cost (COGS)		
GROSS PROFIT		
EXPENSES		
Officers' Salaries		
Salary Expenses: Sales People, Office and Other		
Payroll Expenses (Taxes, etc.)		
Outside Services		
Supplies (Office and Operating)		
Repairs and Maintenance		
Advertising		
Auto Expenses		
Accounting and Legal		
Rent		
Telephone		
Utilities		
Insurance		
Taxes (Real Estate, etc.)		
Interest		
Depreciation		
Postage		
Travel and Entertainment		
Other Expenses (Specify Each)		
TOTAL EXPENSES		
NET PROFIT BEFORE TAXES		
LESS: INCOME TAXES		
NET PROFIT REMAINING FOR PAYMENTS ON LOAN		

Note: Complete the assumption narrative explaining basis for figures showing revenue, expenses, and profits.

I certify that this information, to the best of my knowledge, fairly represents future potential annual earnings.

Signature	Title	Date
-----------	-------	------

Assumptions

A. Revenue

B. Expenses

C. Net Profit

Management Resume

PERSONAL INFORMATION

Name (First, Middle, Last)			Social Security Number
Date of Birth	Place of Birth	Residence Phone Number	Business Phone Number
Current Address			<input type="checkbox"/> Male <input type="checkbox"/> Female
Previous Address			From/To
Spouse's Name			Spouse's Social Security Number

Disclosure Statement: The following information is requested by the federal government for certain types of loans, in order to monitor the lender's compliance with equal credit opportunity. You are not required to furnish this information, but are encouraged to do so. The law requires that a lender may neither discriminate on the basis of this information nor on whether you choose to furnish it. However, if you choose not to furnish it, under federal regulations, this lender is required to note race/ethnicity on the basis of visual observation or surname. If you do not wish to furnish this information, please check the box below.

Race

- | | |
|---|---|
| <input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> Native Hawaiian or other Pacific Islander |
| <input type="checkbox"/> Asian | <input type="checkbox"/> White |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> I do not wish to furnish this information. |

Ethnicity

- | |
|---|
| <input type="checkbox"/> Hispanic or Latino |
| <input type="checkbox"/> Not Hispanic or Latino |
| <input type="checkbox"/> I do not wish to furnish this information. |

EDUCATION

Institution	Location	
Major	Degree or Certificate	Dates Attended
Institution	Location	
Major	Degree or Certificate	Dates Attended

BACKGROUND

	Y	N		Y	N
Are you employed by the U.S. Government?			Are you presently under indictment, parole, or probation? If yes, furnish details on a separate page.		
Are you a U.S. Citizen? If no, give Alien Registration Number _____			Have you ever obtained credit under any other name(s)? If yes, furnish details on a separate page.		
Have you ever been charged with, arrested for, or convicted of any criminal offense other than a misdemeanor involving a motor vehicle violation? If yes, furnish details on a separate page.			Are you presently involved in any lawsuit at this time or have you ever filed for personal bankruptcy protection? If yes, furnish details on a separate page.		

WORK EXPERIENCE

Company Name	Title	From/To
Address		Phone
Contact Person		Title
Duties		

Company Name	Title	From/To
Address		Phone
Contact Person		Title
Duties		

Company Name	Title	From/To
Address		Phone
Contact Person		Title
Duties		

Signature

Date

Personal Financial Statement

BACKGROUND

Name (First, Middle, Last)	Date of Birth	Social Security Number
Address		Length of Time at This Address
Spouse's name	Spouse's Social Security Number	Home Phone Number
Business Name	Your Position or Occupation	Your Length of Employment
Business Address		Business Phone Number

You may apply for a loan individually or jointly with another party. If you are applying for a loan with another party (other than your spouse), the joint applicant must complete a separate financial statement. In this statement, provide details of your personal financial condition as well as the financial condition of your spouse if:

1. You are applying for credit jointly with your spouse, or
2. You are relying on your spouse's income or assets in requesting credit, or
3. You are providing this statement to support previously extended joint credit with your spouse.

This is a(n) Individual Financial Statement Joint Financial Statement with Spouse (check one)

List all amounts in dollars (omit cents). Please attach a separate sheet if you need more space to complete a detailed schedule.

ASSETS	AMOUNT	LIABILITIES AND NET WORTH	AMOUNT
Demand Deposits (Schedule 1)		Accounts Payable (itemize):	
Time Deposits (Schedule 1)			
Cash Value of Life Insurance (Schedule 2)			
Notes and Accounts Receivable (itemize):			
		Loans on Life Insurance (Schedule 2)	
Marketable Stocks and Bonds (Schedule 3)		Taxes Due - Income	
Stock in Closely Held Companies (Schedule 4)		Taxes Due - Personal and Property	
Equity in Proprietorships (itemize):		Loans on Vehicles, Machinery, & Equip. (Schedule 5)	
		Loans on Real Estate (Schedule 6)	
		Other Loans Payable (Schedule 7)	
Equity in Partnerships & Joint Ventures (itemize):		Other Liabilities (itemize):	
Vehicles, Machinery & Equipment (Schedule 5)			
Real Estate (Schedule 6)			
Personal Property & Other Assts (itemize):			
		TOTAL LIABILITIES	
		NET WORTH (= Total Assets - Total Liabilities)	
TOTAL ASSETS		TOTAL LIABILITIES & NET WORTH (= Total Assets)	

SCHEDULES

Schedule 1 - Deposit Accounts

Name of Bank, Savings & Loan, Credit Union, etc. and Location	Account Number	Demand Deposits	Time Deposits
TOTAL			

Schedule 2 - Life Insurance

Name of Person Insured	Insurance Company	Face Amount of Policy	Is Policy Assigned	Loans on Policy	Cash Surrender Value
TOTAL					

Schedule 3 - Marketable Stocks and Bonds

# of Shares Owned or Face Value (Bonds)	Description	Registered in the Name of	To Whom Pledged	Date Acquired	Cost	Present Market Value
TOTAL						

Schedule 4 - Stock in Closely Held Corporations

Name of Corporation	Stock in the Name of	Annual Statement Date	Total Shares Outstanding	Total Stockholders Equity	# of Shares Owned	Estimated Value of Shares Owned
TOTAL						

Schedule 5 - Vehicles, Machinery & Equipment

Description (Year, Make & Model)	Year Acquired	Cost	Loan Payable to	Loan Account #	How Payable	Loan Balance	Present Market Value
					\$ per		
					\$ per		
					\$ per		
					\$ per		
					\$ per		
TOTAL							

SCHEDULES (CONTINUED)

Schedule 6 - Real Estate

Location & Description (include dimension & acres)	Title in the Name of	Year Acquired	Cost	Loan Payable to	How Payable	Loan Balance	Present Market Value
					\$ per		
					\$ per		
					\$ per		
					\$ per		
					\$ per		
TOTAL							

Schedule 7 - Other Loans Payable (Including Credit Cards & Other Revolving Loans)

Name & Address of Lender	Collateral Pledged & Names of Co-lenders or Endorsers	Original Date	Original Amount	How Payable	Loan Balance
				\$ per	
				\$ per	
				\$ per	
				\$ per	
TOTAL					

Sources of Income for Year Ended _____, 20 ____ Identify each source of income. You must attach a copy of your most recent Federal Income Tax Return to support this schedule.		Are you indirectly liable for the obligations of others? If so, list and describe.
Salaries:		
Bonuses & Commissions		Total amount as endorser, co-lender or guarantor \$ _____ Total amount on leases and contracts \$ _____
Dividends		Are you obligated to pay alimony, child support, or separate maintenance payments? If so, provide details.
Interest		
Net Profits from Rental Property		
Net Profits from Proprietorships		Are you a defendant in any suits or legal actions? Are you presently on parole or probation? If so, describe.
Net Profits from Partnerships		
Net Profits from Joint Ventures		
Other Income: (Alimony, child support, or separate maintenance income need not be revealed if you do not wish to have it considered as a basis for repaying this obligation.)		Have you ever been charged with or arrested for any criminal offense other than minor motor vehicle violations? If so, furnish details on a separate page. List name(s) under which you were held, if applicable.
		Have you ever declared bankruptcy or had any judgments recorded against you? If so, please describe.
TOTAL		
Number of Dependents	Ages	

I am providing this financial statement for the purpose of obtaining or maintaining credit with the East Arkansas Planning and Development District (EAPDD) on behalf of myself or on behalf of others whose credit I may endorse, co-sign, or guarantee. I understand that EAPDD is relying on the information provided within this statement (including the designations made as to ownership of this property) in deciding to grant or continue credit. I certify that the information provided is true and complete and that EAPDD may consider this statement to be true and correct until a written notice of a change is given to EAPDD. EAPDD is authorized to make all inquiries EAPDD deems necessary to verify the accuracy of this statement and to determine my creditworthiness. I also authorize EAPDD to answer questions and inquiries from others seeking credit experience information about me. If this is a joint financial statement, these representations and warranties are from each of us. I HAVE READ, UNDERSTAND, AND HEREBY MAKE THESE REPRESENTATIONS AND WARRANTY.

Your Signature _____ Date _____ Spouse's Signature (if joint financial statement) _____ Date _____

Site Assessment and Environmental Disclosure Statement

DESCRIPTION OF SITE

Business Name

Address

Please provide details on when existing improvements were made to property.

Please provide a brief description of the business operations to be conducted on the property described above.

QUESTIONS

	YES	NO	UNKNOWN
1. Has the former owner agreed to indemnify you or your assigns, or any subsequent owners of the property from liability resulting from a determination by the EPA or DEQ (or equivalent state agency) that hazardous substances are located on the property?			
2. To the best of your knowledge, has the property or any adjoining property been used for industrial purposes in the past?			
3. Is the property or any adjoining property used, or has it been used in the past, as a gasoline station, motor repair facility, commercial printing facility, dry cleaners, photo developing, laboratory, junk yard or landfill, or as a waste treatment, storage disposal, processing or recycling facility?			
4. Are there currently, or to the best of your knowledge have there been previously, any damaged or discarded automotive or industrial batteries, or pesticides, paints or other chemicals in individual containers of greater than 5 gallons in volume or 50 gallons in the aggregate, stored on or used at the property or at the facility?			
5. Are there currently, or to the best of your knowledge have there been previously, any industrial drums, typically 55 gallons or sacks of chemicals, located on the property or at the facility?			
6. Has fill dirt been brought onto the property that originated from a contaminated site or that is of unknown origin?			
7. Are there currently, or to the best of your knowledge have there been previously, any pits, ponds or lagoons located on the property in connection with waste treatment or waste disposal?			
8. Is there currently, or to the best of your knowledge has there been previously, any stained soil on the property?			
9. Are there currently, or to the best to your knowledge have there been previously, any registered or unregistered storage tanks (above ground or underground) located on the property?			
10. Are there currently, or to the best of your knowledge have there been previously, any vent pipes, fill pipes, or access ways indicating a fill pipe protruding from the ground on the property or adjacent to any structure located on the property?			
11. Are there currently, or to the best of your knowledge have there been previously, any flooring, drains, or walls located within the facility that are stained by substances other than water or are emitting foul odors?			

SITE ASSESSMENT AND ENVIRONMENTAL DISCLOSURE (CONTINUED)

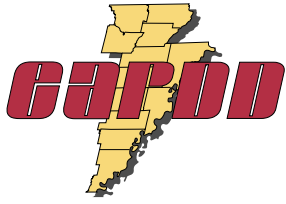
	YES	NO	UNKNOWN
12. If the system is served by a private well or non-public water system, have contaminants been identified in the well or system that exceed guidelines applicable to the water system or has the well been designated as contaminated by any government environmental/ health agency?			
13. Do you have knowledge or environmental liens or governmental notification relating to recurrent violations with respect to the property or any facility located on the property?			
14. Have you ever been informed of the past or current existence of hazardous substances or petroleum products or environmental violations with respect to the property or any facility located on the property?			
15. Do you have any knowledge of any environmental site assessment of the property or facility that indicated the presence of hazardous substances or petroleum products on, or contamination of, the property or recommended further assessment of the property?			
16. Do you know of any past, threatened, or pending lawsuits or administrative proceedings concerning a release or treated release of any hazardous substance or petroleum products involving the property by any owner or occupant of the property?			
17. Does the property discharge wastewater on or adjacent to the property other than storm water into a sanitary sewer system?			
18. To the best of your knowledge, have any hazardous substances or petroleum products, unidentified waste materials, tires, automotive or industrial batteries or any other or any other waste material been dumped above ground, buried, and/or burned on the property?			
19. Is there a transformer, capacitor, or any hydraulic equipment for which there are any records indicating the presence of PCBs (polychlorinated byhenyls)?			
20. Do you own or occupy any real property including, but not limited to the property, which contained or now contains either asbestos, PCBs, or other hazardous substances which were used in construction of or are presently stored on the property?			
21. Do you intend to use the property to generate, manufacture, refine, transport, treat, store, handle, or dispose of hazardous substances?			

The information provided herein is true and correct to the best of my knowledge.

Signature

Date

EAPDD's response and recommendation to the issues covered by this disclosure statement.



PRIVACY & DISCLOSURE POLICY

This privacy policy outlines East Arkansas Planning & Development District's (EAPDD) practices regarding personally identifiable financial information for consumers and those consumers who become our customers. EAPDD recognizes the importance consumers place on privacy and the security of their personal information. Our goal is to protect this information in every way that we interact with you, whether it is over the telephone, in person, or otherwise.

We have developed this policy to help you to understand the steps we take to protect your sensitive information. We feel it is important for you to be informed as to the policies, procedures and security measures we have in place to safeguard your personal and confidential information. Furthermore, we want you to feel assured that we will take reasonable steps to safeguard sensitive information that has been entrusted to us.

Information That We Collect

At EAPDD, we collect nonpublic personal information about customers and potential customers from several sources:

- Information we receive from you on applications, e-mails, faxes or other forms;
- Information from your transactions with us or other lenders;
- Information we receive from a consumer reporting agency;
- Information that is generated when you contact us electronically.

Nonpublic personal information does not include that which is available from governmental records, widely distributed media, or government-mandated disclosures.

Cookies

When you log on to our web site, we do not send you a cookie or collect or maintain any personally identifiable information about you. Visitors to our website remain anonymous. We do not collect unique identifying information about you unless you voluntarily and knowingly provide us that information. If you provide us with information, it is only used internally and in furtherance of the purpose for which it was provided. We do collect general information about your visit, such as when you accessed our site, which pages you accessed in our website, and what Internet provider you used when you accessed our site. In the future, to assist us in marketing our services, we may also collect information on the pages you visit.

Information That We Disclose

We do not disclose any nonpublic personal information about our customers or former customers to anyone, except as required or permitted by law. By law, EAPDD may disclose certain personally identifiable information without allowing consumers the right to opt out of EAPDD sharing agreements in the following circumstances:

- to disclose information necessary to administer the processing of an application or preliminary funding and/or financing request, facilitate the repayment of a borrower's debt or the collection of same, or enforce EAPDD's legal or contractual rights or the rights of any other person or entity who is engaged in the application process or any financial transaction which may occur;
- to disclose information to EAPDD attorneys, accountants, auditors, other participating lenders, Loan Review Committee members, members of the EAPDD Board of Directors, and those federal or state agencies from which funding and/or financing is received;
- to comply with federal, state, or local laws, rules, and other applicable legal requirements.

We do not disclose or sell to any third-party information that we collect or that is provided to us from visitors to our website. We do not send advertisements or email to someone who has visited our website.

Security

EAPDD has developed strict policies and procedures to safeguard your personal information. We restrict employee access to your nonpublic personal information to a "need to know" basis. We maintain physical, electronic, and procedural safeguards to guard your nonpublic personal information. We educate our employees about the importance of confidentiality and customer privacy. We also take appropriate disciplinary measures to enforce employee privacy responsibilities.