



Business Applicant Information

Legal Business Name: _____ Trade Name (if any): _____

Business Street Address: _____ City: _____ State: _____ Zip: _____ Own Rent

Mailing Address (if different): _____ State of Incorporation/Formation: _____ # of Employees: _____

Business Contact: _____ Business Phone: _____ Business Fax: _____

Business Web Site Address: _____ Contact Business E-Mail: _____

Tax ID#: _____ DUNS #: _____ Business Start Date: _____ Current Management Since: _____

Annual Sales (last fiscal year):\$ _____ CPA Name & Phone #: _____

Legal Type: Proprietorship Corporation (C or S) Limited Liability Company General Partnership
 Limited Partnership Not For Profit Limited Liability Partnership Other:

Briefly describe what your business does: _____

Does your business or related entity currently borrow from Long Island Development Corporation? Yes No If "Yes", provide details: _____

Bank and Debt Schedule

Business Bank and Debt Schedule (please attach additional sheet, if necessary)

| Bank/Creditor | City/State | Acct. # | Deposit Balance | Credit Line | Loan Bal. | Mo. Pymt. | Collateral |
|---------------|------------|---------|-----------------|-------------|-----------|-----------|------------|
| 1) | | | \$ | \$ | \$ | \$ | |
| 2) | | | \$ | \$ | \$ | \$ | |
| 3) | | | \$ | \$ | \$ | \$ | |
| 4) | | | \$ | \$ | \$ | \$ | |
| 5) | | | \$ | \$ | \$ | \$ | |

Ownership All guarantors, please complete a Personal Information Financial Statement (provided by Long Island Development Corporation, under separate cover). Total ownership listed should equal 100% (attach additional sheet, if necessary).

| Name | % Ownership | Guarantor | U.S. Citizen | NYS Driver's License Number & Expiration Date |
|------|-------------|--|--|---|
| 1) | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 2) | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 3) | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 4) | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 5) | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

Trade References Please provide information on five (5) of your largest suppliers.

| Name and Address | Terms | Name of Contact | Phone & Fax #s |
|------------------|-------|-----------------|----------------|
| 1) | | | |
| 2) | | | |
| 3) | | | |

Personal References Please provide information on three (3) of personal references.

| Name and Address | Relationship | Phone | Email Address |
|------------------|--------------|-------|---------------|
| 1) | | | |
| 2) | | | |
| 3) | | | |

Business/Guarantor Information: If you answer "Yes" to any of the below, please attach a written explanation on a separate sheet

Have you had or do you currently have any loans funded by the Federal government, SBA, New York State, or other government financing? Yes No

Does the business or any owner/guarantor have open tax liens or judgments? Yes No

Does the business or any owner/guarantor owe any federal or state taxes that are delinquent? Yes No

Is the business or any owner/guarantor contingently liable as endorser or guarantor on another loan(s)? Yes No

Has the business or any owner/guarantor ever filed bankruptcy? Yes No

Has the business experienced any management or ownership changes in the last two years? Yes No

Are more than 20% of sales to one customer? Yes No

Are any assets of any guarantor held in trust? Yes No

Business Type (Check all that apply) New/Startup Existing Certified Woman-Owned Business Enterprise Certified Minority-Owned Business Enterprise
 Certified Veteran-Owned Business Enterprise Certified Disadvantaged Business Enterprise



Affiliate Information (Attach additional sheet, if necessary)

List below all business concerns in which the applicant company or any of the individuals listed in the Ownership Section also have an ownership interest in or controlling interest.

Company Name _____ Owned By _____ Ownership % _____

Address _____ # of Employees _____

Company Name _____ Owned By _____ Ownership % _____

Address _____ # of Employees _____

Company Name _____ Owned By _____ Ownership % _____

Address _____ # of Employees _____

Applicant Disclosure and Certification

The Applicant, by signing this application, certifies that all statements and information in this application and on each required document are true, correct and complete. The Applicant authorizes Long Island Development Corporation to make inquiries and verify and gather any information deemed necessary about this application or any required document. This authorization includes the right to obtain consumer reports on each individual signing below and a business report on the Applicant. Applicant authorizes Long Island Development Corporation to release information about Applicant to consumer and business reporting agencies and others whom we believe have a legitimate need for the information. The Applicant agrees to notify Long Island Development Corporation promptly of any material change in the business or the information provided. Applicant acknowledges receipt of the Equal Credit Opportunity Act – Regulation B disclosures made with this application.

Authorized Signature, including Title _____ Date _____

Authorized Signature, including Title _____ Date _____

Authorized Signature, including Title _____ Date _____

Authorized Signature, including Title _____ Date _____

Authorized Signature, including Title _____ Date _____



YOUR RIGHT TO REQUEST SPECIFIC REASONS FOR CREDIT DENIAL

If your application for business credit is denied, you have the right to a written statement of the specific reasons for the denial. To obtain the statement, please write to:

Long Island Development Corporation
175 Engineers Road, Suite 200
Hauppauge, NY 11788-4020

Within sixty days from the date of the decision. We will send you a written statement of reasons for the denial within thirty days of receiving your request for the statement.

NOTICE: The federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives 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:

FDIC
Consumer Response Center
1100 Walnut Street, Box #11
Kansas City, MO 64106

PATRIOT ACT DISCLOSURE NOTICE: IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW BUSINESS LOAN

To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an business loan.

What that means for you: When you open an business loan, we will ask you for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents, in accordance with Long Island Development Corporation's Customer Identification Policy.

PRE-APPLICATION CHECKLIST

In order for Long Island Development Corporation to consider the Applicant's request for a business loan, Long Island Development Corporation must be in possession of all of the following information:

For All Requests:

- Completed, signed, and dated Long Island Development Corporation New York State Targeted Loan Pre-Application
- Completed, signed, and dated Personal Information Statement for each individual guarantor
- Copy of New York State (NYS) driver's license for each loan signor/guarantor
- Copies of three most recent months bank statements
- Capabilities Statement or Executive Summary of business plan
- Business Brochure/Marketing Material
- Three largest contracts with dollar amount, time period, and brief description
- Copies of New York State, Empire State Development Woman-Owned, and/or Minority-Owned, and/or Veteran-Owned Business Enterprise certification documentation (if applicable)

Financial Information

- Most recent three years signed business tax returns with all schedules
- Interim Financial Statement (if fiscal statements are more than six months old)
- Most recent three years signed Personal Tax Return, with all schedules for each owner/guarantor
- Accounts Receivable and Accounts Payable aging report, dated within the last sixty days
- Cash Flow Statement/Financial Projections for the next three years (assuming LIDC loan request in funded)

Applicant Formation Documents: (for all requests)

- Partnerships: Copy of Partnership Agreement or Affidavit of Partnership Name
- Trusts: Copy of Trust Agreement
- Corporations: Articles of Incorporation
- Limited Liability Company: Operating Agreement
- Fictitious Name Statement
- Certificate of Good Standing (if applicable)

Management

- Proof of ownership or rental agreement for business space
- Corporate Management Flowchart
- Operations Flowchart/Functions and describe company
- Personal Resume or Bio for all guarantors: Work history high school to ownership of company, or general employment history
- Veteran Status (if applicable)

Products/Services

- Products or services sold
- Percentage breakdown of sales by product or service line
- Major competition and relative standing of company in industry (include trends in your business and industry).
- Future Expansion Plans: products, products research projects, production goals, etc.

A sliding scale application fee between \$500 - \$1,500 and 1% amount of loan commitment fee are both due at commitment.