Board of Chosen Freeholders County of Burlington

Freeholders
Tom Pullion, Director
Balvir Singh, Deputy Director
Felicia Hopson
Daniel O'Connell
Latham Tiver

P.O. Box 6000 Mt. Holly, NJ 08060-6000 (609) 265-5020 • Fax (609) 702-7000 www.co.burlington.nj.us





Burlington County Bridge Commission

Commissioners John B. Comegno II James D. Fattorini Troy E. Singleton

1300 Route 73 North • P.O. Box 6 Palmyra, NJ 08065-1090 (856) 829-1900 • Fax (856) 829-5205 www.bcbridges.org

Thank you for requesting an application for a Burlington County Small Business loan.

The Burlington County Small Business Loan Program is for businesses located in or relocating to Burlington County.

This loan application is for a lender-participating loan request for more than \$50,000.00.

Please review the documentation required and complete the loan application in its entirety.

Once completed, return the loan application along with the required documentation to the following:

Mr. Mark Remsa, Director Economic Development & Regional Planning Burlington County Bridge Commission 1900 Briggs Road Mount Laurel, New Jersey 08054

Please enclose a non-refundable application fee of \$200.00 (check payable to "County of Burlington, Treasurer")

Should you have any questions, please contact the Department of Economic Development and Regional Planning office at 609-265-5055.

You may also visit our web site at ww.bcbridges.org.

LOAN PACKAGE REQUIREMENTS

Submit the following items for loan consideration:

- 1. Completed, signed and dated *loan application*. Attached Exhibit A

 (All business principals and guarantors are required to sign and date the application and complete all sections as applicable)
- 2. Loan application fee in the amount of \$200.00.

 Please make check payable to the "County of Burlington, Trerasurer".
- 3. Copy of a *resume* for all business owners/principals.
- 4. Three years of signed *personal* federal and state *income tax returns* for all business principals.
- 5. Three years of business *financial statements* prepared by accountant, including a balance sheet and statement of income.
- 6. Three years of signed business federal and state income tax returns.
- 7. Schedule of debt for the business and business principals to include to whom payable, amount of debt, monthly payment, maturity date, and loan status (current or delinquent).
- 8. Pro Forma *cash-flow projections* for three years.
- 9. Copy of business *project related cost*, if applicable. Example: vendor estimates, vendor quotes, and/or billing invoices for equipment or other items to be purchased with loan funds, etc.
- 10. Copy of business franchise, if applicable.
- 11. Copy of corporation, partnership, or LLC papers filed with the State of New Jersey.
- A) If corporation, provide the following:
 - a.1) Corporate resolution authorizing submission of the application and its execution by a corporate officer or the corporation's attorney.
 - a.2) Copy of corporate charter and a copy of the corporate bylaws
 - a.3) Provide the name of the President, Chief Executive Officer and Secretary.

- B) If Partnership, provide a copy of the partnership agreement.
- C) If Limited Liability Company, provide a copy of the management agreement.
- 12. State of New Jersey *Business Registration Certificate* obtain from the State of New Jersey Division of Revenue at www.nj.gov/njbgs or phone 609-292-1730.
- 13. Copy of any/all personal loan agreements, as unrecorded debt, that are not reflected in a recorded document for all business owners.
- 14. Collateral If residential or commercial real estate will be utilized to collateralize the loan, provide the following:
 - a) Copy of title insurance policy
 - b) Copy of a survey, if available
 - c) Current appraisal or current market analysis establishing the current market value of the real estate
 - d) For each tax map parcel that applicant proposes to serve as collateral for repayment of the loan, provide the following:
 - d.1) Name and address of ALL persons who have an ownership interest in all or any part of the property.
 - d.2) Name and address of ALL persons who reside on the property and their interests, if any, to the applicant(s).
 - d.3) Is the property under agreement of sale or does any person have an option to purchase?

Note: A signed statement by the Applicant(s) is acceptable.

- If Commercial property:

- a) Has a phase 1 environmental assessment been done for any portion or all of the property? *Note: A signed statement by the Applicant(s) is acceptable. Copy of report is needed.*
- 15. Completed, signed, and dated copy of Conflict of Interest Policy. Attached Exhibit B
- 16. Completed, signed, and dated copy of Credit Check Release form. Attached Exhibit C
- 17. Completed, signed and dated personal financial statement for all business principals.

 Attached Exhibit D

Notes: A) Applicant's equity into the project must be at least 10%

- B) Eligibility Criteria: Must meet the jobs-to-be created and/or retained
- C) Additional information may be required upon request

PROGRAM GUIDELINES

Loans Requires Bank/Lending Institution Participation

FIXED ASSET LOAN:

Loan Amount:

20% to 50% of the total project cost not to exceed \$200,000.00

Length of Term: Maximum term is 15 years

Collateral:

Burlington County will subordinate to participating bank/lending

institution.

Interest Rate:

Fixed-interest rate equal to 75 percent of the prime interest rate listed in the Wall Street Journal. The interest rate shall not be less than the lower of four (4) percent or 75 percent of the prime interest rate listed in the Wall Street Journal. The interest rate will be determined at the time a Commitment Letter for Permanent Financing is issued by Burlington

County.

Participation:

Bank/Lending Institution will review the loan application and determine

the project cost to be financed and the terms.

Burlington County will participate for a percentage (20% to 50%) of the total project cost not to exceed \$200,000.00. Burlington County will consider the bank/lending institution as the preferred lender. Loan approval is subject to review by the Burlington County Loan Review Committee and the Burlington County Board of Chosen Freeholders.

Eligibility Criteria: Businesses located in or relocating to Burlington County.

Within eighteen (18) months of loan funding, all borrowers must create or

retain jobs.

As a guide, the loan requires one full-time permanent job or two part-time permanent jobs of at least twenty-five (25) hours per week created for every \$35,000.00 funded and/or one full-time permanent position or two part-time permanent positions retained for every \$10,000.00 funded.

Application Fee: \$200.00 a non-refundable fee

WORKING CAPITAL LOAN:

Loan Amount:

20% to 50% of the total project cost not to exceed \$50,000.00

Length of Term: Maximum term is 7 years

Collateral:

Burlington County will subordinate to participating bank/lending

institution.

Interest Rate:

Fixed-interest rate equal to 75 percent of the prime interest rate listed in the Wall Street Journal. The interest rate shall not be less than the lower of four (4) percent or 75 percent of the prime interest rate listed in the Wall Street Journal. The interest rate will be determined at the time a Commitment Letter for Permanent Financing is issued by Burlington

County.

Participation:

Bank/Lending Institution will review the loan application and determine

the project cost to be financed and the terms.

Burlington County will participate for a percentage (20% to 50%) of the total project cost not to exceed \$50,000.00. Burlington County will consider the bank/lending institution as the preferred lender. Loan approval is subject to review by the Burlington County Loan Review Committee and the Burlington County Board of Chosen Freeholders.

Eligibility Criteria: Businesses located in or relocating to Burlington County.

Within eighteen (18) months, all borrowers must create or retain jobs.

As a guide, the loan requires one full-time permanent job or two part-time permanent jobs of at least twenty-five (25) hours per week created for every \$35,000.00 funded and/or one full-time permanent position or two part-time permanent positions retained for every \$10,000.00 funded.

Application Fee: \$200.00 a non-refundable fee

PROGRAM GOALS/OBJECTIVES

The main goal of the Department of Economic Development and Regional Planning is to stimulate countywide employment growth by providing financial assistance to small businesses located in Burlington County. The Small Business Loan Program funds *loans* to 'fill the gap' of federal, state and/or private financing.

All Small Business Loans are required to promote at least one (1) of the following economic development goals:

- 1. Create and retain permanent private-sector jobs within eighteen (18) months of loan funding. As a guide, the loan requires one full-time permanent job or two part-time permanent jobs of at least twenty-five (25) hours per week created for every \$35,000.00 funded and/or one full-time permanent position or two part-time permanent positions retained for every \$10,000.00 funded.
- 2. Provide entrepreneurial opportunities for qualified individuals.
- 3. Stimulate neighborhood commercial revitalization and balanced development.
- 4. Stimulate private sector investments in physical plant and equipment for local small businesses.
- 5. Increase available funds for local small businesses by leveraging state and private sector funds to maximum levels.
- 6. Stimulate balanced development.

PROGRAM CRITERIA

The Small Business Loan Program criteria are a decision-making guide for the Loan Review Committee and the Burlington County Board of Chosen Freeholders. The criteria illustrate factors to be considered by the Loan Review Committee and the Board of Chosen Freeholders for granting loan approval. The relative weight given to these criteria is in the sole discretion of the Loan Review Committee and the Burlington County Board of Chosen Freeholders. All loans will be reviewed for compliance with Program Goals/ Objectives and any and all funding source criteria.

- 1. Create and retain permanent private-sector jobs.
- 2. Promote at least one (1) of the County's Program Goals/Objectives.
- 3. To close the gap 'Gap Financing' in one of the following:
 - 1) To close gap in private financing
 - 2) To reduce debt services to a feasible level
 - 3) To create an incentive for the project to move forward
 - 4) To create an incentive to encourage the business to locate in a targeted area.

Note: Targeted area to be identified and prioritized by the Department of Economic Development and Regional Planning.

4. Project to include business expansion of sales or employment or significant property rehabilitation.

ELIGIBILITY REQUIREMENTS

Financial assistance through the Small Business Loan Program will be considered for all business owners of for-profit commercial or industrial businesses that:

- 1. Comply with Program Goals/Objectives and Criteria
- 2. Provide proof of satisfactory payment of Federal Income

 Tax for three (3) years for both business and personal
- 3. Provide proof of current and up-to-date payment status of Federal, State, County and Local taxes for both business and personal
- 4. Agree to create or retain full-time permanent jobs
 - A. create one full-time permanent job or two part-time permanent jobs of at least twenty-five (25) hours per week for each \$35,000.00 funded
 - B. retain one full-time permanent or two part-time permanent positions for each \$10,000.00 funded

Note: The Department of Economic Development and Regional Planning to determine low moderate-income area.

EQUITY REQUIREMENTS

Borrower must contribute equity in the amount established by the Burlington County Board of Chosen Freeholders.

SMALL BUSINESS PROGRAM LOAN APPLICATION

(Return to address indicated on page 1)

The following information is required to process your loan request. Please complete the form in its entirety and write 'NONE' or 'NOT APPLICABLE' where appropriate. If you need additional space to respond to any question, please use a separate sheet of paper and attach to form. Return completed, signed, and dated application along with all required documentation.

Brief history and de	seription of ou	siiiess.		
tne ioan:	iling the reasor		of funds and expected benef	its from
Requested Loan Am	ount;	T.eno	th of Term:	
Type of Loan:	Working	Capital	Fixed Assets	
A. Applicant Inform				
		Social Sequeity #	Phone #:	
Home Street Address:		Social Security #.	rnone #:	
City, State, and Zip Coo				_
Education Level: %	of ownership:	Office held:	email:	
Name of Spouse:	-	Social Security #	;	
Name of Principal:			Phone #:	
nome Street Address:				
City, State, and Zip Coo	le:			
Education Level: %	of ownership: _	Office held:	email:	
Name of Spouse:		Social Security #:		
B. General Informa	tion:			
Name of Business:				
Business Street Addre	SS:		Website:	
City, State, Zip Code:			Website	
Business is: Corporation	Partnership	Sole Proprietorship	LLCOther	
Number of Years in Busine	ess: Numb	er of Years of Experier	nce in Business	
Current # of Jobs: Job	s to be created:	Jobs to be retained:	Federal Tax ID #	

C. Financial Information:		Pa	ge 2 Application
Name of bank/financial institution:			
Daily Street Wantess:			
City, State, Zip Code:			
Type of Account: Personal Che	ecking	Savings	Other
BusinessCh	ecking	Savings	Other
Name of bank/financial institution:			
Bank Street Address:			
City, State, Zip Code:			
Type of Account: PersonalChe	ecking	Savings	Other
BusinessChe	ecking	Savings	Other
	7		
C. List of capital projects and/or items		(entire projec	:t):
Project/Items:	Cost:		
			
The LC (AP)			
Total Cost of Project:			
E. Summary of 100% of financing for	the entire projec	et:	
Source of Financing: Name, address,	Amount of	Percentage	of
telephone number, contact person	Financing	Project	
Ex: financial institution, loan	\$	%	
officer, etc.			
Applicant's Equity		0/0	-
(must be at least 10% of project)	~	/ V	
Davids Co. 1 C. 127			
Burlington County Small Business			
Loan Program	\$	%	
Other:	\$	%	
Totals	\$	100%	

E. Miscellaneous/Other In	nformation:	Page 3 Application
Do you owe any outstanding Mu	unicipal Taxes? YESNO	
If yes, please identify by checking	ng the applicable taxes:	
Real Estate Taxes: YESNO	Water: YESNO Sewe	er: YES NO
Within the past five (5) years, as	ny ownership interest in a business e	entity? YES NO
Are you currently a party in any If yes, describe the litigation and	litigation? YESNO l your interest in it	
YES NO If yes, provide	gainst you? (A judgment is an order enter the following information: ding the judgment	
Date the judgment was entered:	Amount of judgmen	t:
concluded court or arbitration pr	order, judgment, resolution or ag occeeding in which the applicant was bankruptcy or insolvency proceedin copy of discharge.	s a defendant or respondent.
promise and agree that if any fa the answers to the questions or made after this date, I (we) am/ writing. I (we) understand the application or if I (we) fail to co is pending and the County deter- responsible to pay the County for including, but not limited to, the	formation providing in this Applications, circumstances or conditions chainformation provided in or with this are obligated to immediately report at if any false information has be prect any information or facts that comines to reject this application as a port the costs incurred by the County in the costs of title and credit searches are the applicant ineligible to file an	ange that would make any of a application to not be true if the change to the County in en provided in or with this change while this application result thereof, I (we) shall be in processing this application and accountant review. In
If the applicant is a partnership,	all partners must sign below.	
Print Name	Signature of Applicant	Date
Print Name	Signature of Applicant	Date

CONFLICT OF INTEREST POLICY

The Department of Economic Development and Regional Planning is required to comply with Federal Regulations prohibiting conflicts of interest. Please answer the following questions. Return completed, signed, and dated form with your loan application and documentation for loan consideration.

Si	gnature of Applicant	Date	
Si	gnature of Applicant	Date	
Note: If reverse s	you answered YES to any of the ab side of the form.	ove questions, please provide the details on the	
- A	A. an employee, consultant, officer B. an employee, consultant, or officer	usiness relationship, now or within the past year: or elected or appointed official of Burlington CounYESNO er of any firm or agency receiving Community or participating in the Community DevelopmentYESNO	ity?
	Development Block Grant funds Block Grant Program?	er of any firm or agency receiving Community or participating in the Community DevelopmentYESNO	
£	A. an employee, consultant, officer	spouse's family, now or within the past year: or elected or appointed official of Burlington CounYESNO	ıty?
В	3. an employee, consultant, or office Development Block Grant funds Block Grant Program?	er of any firm or agency receiving Community or participating in the Community Development YESNO	
A	A. an employee, consultant, officer	or elected or appointed official of Burlington Coun YES NO	ıty?

CREDIT CHECK RELEASE

Please review, complete, sign, and date this fo	rm.
If more than one Business Principal, all parties Please copy the Credit Check Release form as	s must complete the form. needed.
Return the completed form with your application	on and all documentation for loan consideration.
I hereby authorize the Department of Ecoaccess my credit history and any other infobusiness loan.	pnomic Development and Regional Planning to prmation relevant to my application for a small
Signature of Applicant	Date
Print Name and Title	
Social Security Number	
Signature of Applicant	Date
Print Name and Title	
Social Security Number	

_ender:										
Applicant Na	me:						-			
Address:							SSN/TIN	l:		
Applicant is a	pplying for this	loan: '1 in	idividually 🔾 Joir	м						
Check				יווע						
Appropriate		are applying for individual credit in your own name and are relying on your own income or assets and not the income or a other person as the basis for repayment of the credit requested, complete all applicable sections.								
Box	→ 11 ((1)S S	an application to	or joint credit with and assets owned jointly	ther me					and in and ex	dicate or pro
	We inter	nd to apply for join								
	informati are relyir	on in the applicar 19. (Attach sche	Applicant vidual credit, but are rel on as the basis for repart section about the pedules and explanatory	rson on who notes if nec	on other	alimony, ch equested, o ny, suppor	Co-Applic ild support, complete all t, or mainte	or separate maint	enance extent po or incor	or on the incossible, provi
STATEMI	ENT OF FI	NANCIAL (CONDITION OF					AS OF		
	ASSETS	3	AMOUNT			LIAB	LITIES		7	AMOUNT
	SCHEDUL	EA		Notes 8	Loans	SCHED				AMOUNI
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	Other Banks	or Savings & Loa	ns	Other Real E	Than	Į.	ayable to E			
0	SCHEDULI			Linear	-state_	SCHED		/able (Other)	_	
Stocks & Bonds	Marketable 8	Securities		Insur	ance	SCHED	ULE C	_		
a Donus	Others			Loa	ıns					
Tax	Tax Refund	Due		Taxes	Owed				+	
	SCHEDULE	С		Tunco	Ovica	SCHED	IIIEU		-	
nsurance	Cash Value			Accou	unts			1		
Accounts	SCHEDULE	D		& Bi		Bank Ca			-	
& Notes Receivable				Paya	ble		Revolving A	ccounts		
receivable	COLUENIA					Other				
	SCHEDULE Residence(s)			Rea	al	SCHEDI	JLE E		_	
Real	, ,	•		Esta		Residen	ce(s)	'		
Estate	Unimproved I			Note		Unimpra	ved Land			
	Income Prop	erty(ies)		Contra		Income	Property(ie:	3)		
	Other			Payal	bie	Other				
Other	SCHEDULE			044		SCHED	ULEI		_	
Assets	Other Assets Personal Prop	& certv		Othe Liabilit						
		LASSETS	s	-300						
ECAP OF		AND EXP					TAL LIABI		\$	
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NUAL INCOM	ME FOR YEAR		ANNUAL EXPENSE			1			\$	
lary or Wage			Property Tax & Assi		na.			CONTINGENT L		IES
vidends or In			Fed. & State Income					or on Notes/Control		
ntals (Gross			Real Estate Loan Pa				For Taxes	- OF PROJECTORS	acts	
siness (Net I			Payments on Contra	cts / Notes			Other (De	scribe)	-	
her Income	(uescribe) *		Estimated Living Ex	penses			,=/-		+	
TAL INCOM		S	Other: TOTAL EXPENSES							

Alimony, child support or separate maintenance payment income need not be revealed if you do not wish to have it considered as a basis for repaying this obligation

SCH	EDL	ILE A	CASH LOCATION AND	STATUS (OF BANK AC	COUNTS		Fy	hibit D
CKNG	CD	SVNG	Bank and Branch Where Carried	Balance	Interest Rate Paid to You?	Date CD Matures	is this Account Pledged for a Loan?	Balance of Loan	Maturity Date of Loan
_									
			Total	\$			Total	\$	

SCHEDULE B	STOCKS	AND BONDS (Inclu	de Interests In Ai	ny Close	ly Held Busine	ess)	
Description	No. Shares	Registered in Name of	Source of Valuation	Date	Price Per Share	Total Value	Purchased on Margin of Pledged
							1
					Total	\$	

SCHEDULE C	LIFE INSURANCE								
insured	Primary Seneficlary	Face Amount	Actual Cash Value	Loans on Policy	Name of Company	Location of Office			
		-							
				-					
	Total	•	•						

SCHEDULE D	ACCOUNTS AND NOTES RECEIVABLE									
Owner(s)	Due From	Address	Collateral	Maturity Date		How Payable	Balance Due			
					\$	Per				
					\$	Per				
					\$	Per				
					\$	Per				
					s	Per				
					\$	Per				
					\$	Per				
					\$	Per				
				Total	\$		s			

SCHEDULE E	REAL ESTA	n Schedule J)				
D	escription	Address/Location	Owner(s)	Date Acquired	Cost	
1						
2						
3						
4						
5					-	
6						
7						

OTH	ER ASSETS AND PER	RSONAL	PROPERTY			_
Value	Rec. Vehicles and Boats	Value	Personal Property	Value	Totals Exhibi	no-
	Yr.: Make: Ft.:		Furniture			-
	Yr.: Make: Ft.;		Jaweiry			10
-	Yr.: Make: Ft.:		Equipment			1.
+	Yr.: Make: Ft.:		Other:			Ť
	Other:					
s	Subtotal R/V's	s	Subjects i Personal Greenes			
	Value	Value Rec. Vehicles and Boats Yr.: Make: Ft.: Yr.: Make: Ft.: Yr.: Meke: Ft.: Yr.: Make: Ft.: Other:	Value Rec. Vehicles and Boats Value Yr.: Make: Ft.: Yr.: Make: Ft.: Yr.: Make: Ft.: Other: Other:	Yr.: Make: Ft.: Furniture Yr.: Make: Ft.: Jaweiry Yr.: Meke: Ft.: Equipment Yr.: Meke: Ft.: Other:	Value Rec. Vehicles and Boats Value Personal Property Value Yr.: Make: Ft.: Furniture Yr.: Make: Ft.: Jewelry Yr.: Make: Ft.: Equipment Yr.: Make: Ft.: Other:	Value Rec. Vehicles and Boats Value Personal Property Value Totals Exhibit Vr.: Make: Ft.: Furniture Subtotal - Autos Yr.: Make: Ft.: Jewelry Subtotal - R/V's Yr.: Make: Ft.: Equipment Subtotal - Personal Property Yr.: Make: Ft.: Other:

SCHEDULE G	NOTES AND LOANS PAYABLE TO BANKS AND OTHERS							
Psyable To	Address	Collateral	Persons Liable	Maturity Date		How Payable	Date: B	
					+	TINH FAYEDIE	Balance Due	
					\$	Per		
					\$	Per		
					\$	Per		
					8	Per		
					S	Par		
					s	Per		
					s	Per		
					s	Per		
				Totals	\$		s	

SCHEDULE H	ACCOU	CCOUNTS AND BILLS PAYABLE (Including Bank Cards)					
Payable To		Account Number	Persons Liable				
			TOTOTIO ENGIO	-	How Payable	Balance Du	
				5	Per		
				5	Per		
				S	Per		
				s	Per		
				8	Per		
				s	Per		
				s	Per		
				\$	Per		
			Totals	\$		Ś	

SCHEDULE I	OTHER	LIABILITIES				4
Payable To		Persons Liable Collateral	Collateral	How Payable Bal		
				s	Per	Balance Du
				S	Per	
				s	Per	
				s	Per	
				5	Per	
				s	Per	
				\$	Per	
				S	Per	
OHERA .			Totals	\$		S

Mortgage or Llanholder	Annual Taxes	Manthhala	rtgages on Property Listed in Schedule			
	Annual Lakes	Monthly Income	Monthly Payments	Present Value	Balance Due	
	-					
					-	
Total	S	\$	e	6	-	