

**City of Columbia  
Office of Business Opportunities**

1401 Main Street, 4th Floor  
Columbia, South Carolina 29201  
(803) 545-3950



For Office Use Only:  
SIC CODE \_\_\_\_\_  
Council Dist \_\_\_\_\_  
Zoning \_\_\_\_\_

# Loan Application

*Commercial Revolving Loan Fund*

Company Name: \_\_\_\_\_ Date Established: \_\_\_\_\_  
*(Please Print)*

Street Address: \_\_\_\_\_ Federal Tax ID# \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Form of Ownership: Sole Proprietor \_\_\_ Corporation \_\_\_ Partnership \_\_\_ Type of Business \_\_\_\_\_

Are you currently a party to any lawsuits or pending lawsuits? \_\_\_\_\_

Are you currently in or have you ever been in bankruptcy? \_\_\_\_\_

*Please note that a minimum credit score of 600 is required to be eligible for financing. Applicants are responsible for fees for credit reports and up to up to two reports may be required for score verification.*

**OWNERSHIP INFORMATION** *(List below all owners and officers, directors, partners, with 20% or more total stock)*

*Owner(s) Name (Please Print) Social Security #(Required) %Ownership Title # Years with Company*

\_\_\_\_\_  
\_\_\_\_\_

**PRINCIPAL OFFICER (S)/MANAGER (S)**

*Name Title # Years with Company*

\_\_\_\_\_  
\_\_\_\_\_

Is this business a Start-up or seeking an Expansion? \_\_\_\_\_

If this is an Expansion, what is the current number of employees? \_\_\_\_\_ (Upon approval, a detailed demographic report will be required)

What is the projected number of new employees after start-up or expansion? \_\_\_\_\_  
*(You have 3 yrs to hire the above amt.)*

What type of Business Insurance do you currently have? \_\_\_\_\_

*Current Financial Institution(s) Contact Person Phone #*

\_\_\_\_\_  
\_\_\_\_\_

**SOURCES OF TOTAL PROJECT COST**

Total Projected Cost: *(List detail on reverse)* \$ \_\_\_\_\_ *(This should equal the three (3) sources listed below.)*

Owner Funds: \$ \_\_\_\_\_ Bank Loan: \$ \_\_\_\_\_ City Loan: \$ \_\_\_\_\_

Purpose of Loan (s): \_\_\_\_\_

Target Date for Loan (s): \_\_\_\_\_

Applicant Representatives' name, address & phone:

Bank contact: \_\_\_\_\_

Attorney: \_\_\_\_\_

Accountant: \_\_\_\_\_

**PLEASE SUBMIT A NON-REFUNDABLE APPLICATION FEE OF \$100.00 PLUS \$19.00 CREDIT REPORT FEE FOR EACH OWNER:**  
**Checks Only/No Cash Amount Attached \$ \_\_\_\_\_**

**I/We hereby certify that the above information is a true and accurate description of the facts as of this date.**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Please complete reverse side.**

*Please provide any additional signatures if necessary:*

Conflict of Interest and Disclosure Certification Attached:  Yes  No

**Estimated Costs of Proposed Project:**

Land Acquisition \$ \_\_\_\_\_

New Building Construction \$ \_\_\_\_\_

Land & Building Acquisition \$ \_\_\_\_\_

Acquisition of Machinery/Equipment \$ \_\_\_\_\_

Inventory Purchase \$ \_\_\_\_\_

Working Capital \$ \_\_\_\_\_

Acquisition of Existing Business \$ \_\_\_\_\_

Debt Reduction \$ \_\_\_\_\_

Space Upfit \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

**Total Estimated Project Amount** \$ \_\_\_\_\_

**Owner Funds to be used in Project** \$ \_\_\_\_\_

**Estimated Loan Amount Requested** \$ \_\_\_\_\_

**LOAN APPLICATION REQUIRED DOCUMENTATION CHECKLIST**

- \_\_\_\_\_ Completed City of Columbia Loan Application:
  - \_\_\_\_\_ Copy of Lender’s Need Letter and Commitment Letter
  - \_\_\_\_\_ Attach a List of all Collateral and Value Offered as Security for this Loan (New Collateral Purchases will Require an Appraisal or Invoice)
- \_\_\_\_\_ Completed Business Plan to include:
  - \_\_\_\_\_ Description of Business (What do you do? How do you do it? Etc.)
  - \_\_\_\_\_ Marketing Plan (How will you sell your product or service)
  - \_\_\_\_\_ List & Description of Competition
  - \_\_\_\_\_ History of Business
  - \_\_\_\_\_ Management Resumes
  - \_\_\_\_\_ List & Description of Jobs to be Created by this Loan, Including Salary and Wage Information and the Number of Hours to be Worked PER WEEK for each Job.
- \_\_\_\_\_ Existing Businesses (In Operation for at Least One Year) including:
  - \_\_\_\_\_ Financial Statements for Preceding Three (3) years (All Pages) to include Balance Sheets, P&Ls and Income Statements
  - \_\_\_\_\_ Federal/State Tax Returns for Preceding Three (3) years (All Pages)
- \_\_\_\_\_ New Businesses (Including Start-Up and in Operation for Less Than One Year):
  - \_\_\_\_\_ Financial Statement Year-to-Date (For businesses in Operation for Less Than One Year)
  - \_\_\_\_\_ Detailed MONTHLY projections of first year’s earnings (include all assumptions)
- \_\_\_\_\_ All Businesses:
  - \_\_\_\_\_ Detailed Annual Financial Projections for next Three (3) years (include assumptions)
  - \_\_\_\_\_ Federal/State Tax Returns for Preceding Three (3) years on all Owners (all pages)
  - \_\_\_\_\_ Current Personal Financial Statements on all Owners
- \_\_\_\_\_ Copy of Contract of Sale (when applicable)
- \_\_\_\_\_ Copy of Current City Business License or supply when acquired
- \_\_\_\_\_ Loan Application Fee of \$100.00
- \_\_\_\_\_ Credit Bureau Fee of \$19.00 per report per Owner **Please note that a minimum credit score of 600 is required for financing and up to 2 reports may be necessary for score verification.**

**Construction Projects (Including Remodeling and Up-Fit) Require the Following:**

- \_\_\_\_\_ Plans and Specifications of Proposed Construction
- \_\_\_\_\_ Architectural and Engineering Drawings of Proposed Construction
- \_\_\_\_\_ Detailed Construction Estimate from a Contractor to Include all Costs  
(All Contractors and Sub-Contractors used must be Licensed and Bonded to work in the City of Columbia)

**Important Note: All construction projects will require a thorough review by City of Columbia Commercial Revolving Loan Committee.**

Additional information other than that listed above may be required by the City of Columbia depending on the nature of the loan request. **A One (1) Percent Origination Fee will be due at the Loan Closing if this Loan Request is approved.**