



CITY OF ONTARIO
BUSINESS LOAN FUND

APPLICATION

CONTACT INFORMATION

Ontario Finance Department

444 SW 4th Street

Ontario, Oregon 97914

(541) 889-7684

www.ontariooregon.org



CITY OF ONTARIO
BUSINESS LOAN FUND

FUND REQUEST APPLICATION

APPLICANT INFORMATION

Name: _____
 Address: _____
 Phone: _____ Contact Person: _____
 Type of Business: _____ Employer ID#: _____
 Bank Name: _____ Bank Account#: _____
 Bank Address: _____
 Bank Telephone: _____ Bank Contact (if avail.): _____

Company Principles

<u>Name:</u>	<u>Title</u>	<u>Percent Ownership</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Current Number of Employees (Full-time equivalent): _____
 Employee Income Levels: from \$ _____ to \$ _____ (per hour/week/month/year)

PROJECT REQUEST SUMMARY

Project Costs (From Page 2 detail)
 Total Project Costs: _____ Total Amount of Request: _____
 Description of Project: _____

 New Jobs Pledged (if applicable): _____ Salary Per Job: _____

PROJECT DETAIL

Project Costs:

	TOTAL COSTS	AMOUNT REQUESTED
Land:	_____	_____
Building Acquisition:	_____	_____
New Construction:	_____	_____
Improvements:	_____	_____
Machinery & Equipment:	_____	_____
Working Capital:	_____	_____
Other (specify below):	_____	_____
TOTALS	_____	_____ (Carry Forward to Page 1 Summary)

Construction Acquisition:

Project Address: _____ Land Area (acres): _____
 Building Area (ft²): _____ Zoning: _____
 Person or legal entity currently holding title: _____

Machinery & Equipment:

Describe equipment/machinery to be acquired and cost per item: _____

Other Sources of Financing for Project:

Source	Amount	Term	Rate
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL	_____		

CONFIDENTIALITY

Confidentiality:

In general, application files are public records and are open to public inspection. However, Oregon law (ORS 192.500) exempts certain information from public inspection. For example, some personal and business information is exempt from public disclosure. Your application may contain information that you believe should be exempt from public disclosure under ORS 192.500. Applicants need to clearly identify information they consider personal or business information they do not want disclosed. Clearly identify that information in the area below:

The Certifying Officer for the City of Ontario Business Loan Fund may receive a request from a citizen to inspect your application file. If so, the Certifying Officer will decide if any or all of the information is exempt from public disclosure under the law. The person who wants to inspect the application has the right to appeal the Certifying Officer's decision. In the event of an appeal, the City Attorney will make a ruling.

REQUIRED SUBMITTALS

In addition to a completed application, applicants must submit the following information in order to be considered for Ontario Business Loan Funds:

1. **Company Profile (1 page max.).** Describe the nature of the business, the principle product/service, market areas, major competitors and clients. Describe the development of the business including date of acquisition, ownership or significant management changes.
2. **Full financial statements of business for previous 3 years.** This should include an end-of-year balance sheet, and income statement. Financial statements must be signed by a company officer.
3. **Pro-Forma Cash Flow Projection for two years.**
4. **Personal Financial Statements for previous 3 years.** This should be submitted for each proprietor, partner, and stockholder with 20% or more of the business ownership. This includes W-2 copies.
5. **Current Credit Report.** This should be submitted for each proprietor, partner, and stockholder with 20% or more of the business ownership.
6. **Current Business Profile Report.** This is a credit report run on the business within the last 30 days.
7. **Debt Information.** List of outstanding debts, including creditor, original date and amount, present balance, rate, monthly payment, maturity date, collateral, and status. Identification of all existing notes, mortgages, lines of credit, liens and judgments must be included.
8. **List of Collateral Offered.** This should include a description of the collateral, a value, and if there exists any existing claims on the collateral. If property is the collateral, a copy of the deed should be provided.
9. **Release Form.** This is a signed letter from you stating that you agree to allow the City to make any inquiries necessary regarding the loan and authorizing us to make those inquiries.
10. **Financing Information.** If seeking other financing, please indicate status of the loan, the contact person, and phone number.
11. **Bizcenter Acknowledgement.** Applicants are required to meet with the TVCC Bizcenter in developing their application and appropriate submittals. An applicant must submit a written acknowledgment from the Bizcenter that the applicant has developed their plan with the Bizcenter.

CERTIFICATION

Acknowledgement & Certification

Applicant hereby authorizes the review and investigation of this application by the City of Ontario and its agents and specifically consents to disclosure of information contained herein and in the attachments as may be deemed necessary by the City of Ontario and its agents for such review and investigation.

I hereby Certify, on behalf of the applicant stated in this application, that (1) all the information regarding the financial disposition of the business is valid and accurate; (2) new job creation and other qualifying criteria outlined in City of Ontario Resolution No.87-103 will be met; and (3) if funding is received, the applicant will comply with all applicable local, state and federal requirements, including standards established by the State of Oregon Intergovernmental Relations Division.

Applicant Signature

Date

Title

Applicant Signature

Date

Title

Applicant Signature

Date

Title

Note:

Once the Business Loan Fund Committee reviews the application, it will move on to the Council for final approval. Following Council approval, the City's Finance Department will need to gather additional information, verify financial information, and prepare the final loan documents for signing. Funds will typically be available within two (2) weeks of Council approval, provided applicant provides adequate information to the City.