



CITY OF ONTARIO  
BUSINESS LOAN FUND

APPLICATION

CONTACT INFORMATION

Ontario Finance Department

444 SW 4<sup>th</sup> Street

Ontario, Oregon 97914

(541) 881-3200

[www.ontariooregon.org](http://www.ontariooregon.org)



CITY OF ONTARIO  
BUSINESS LOAN FUND

FUND REQUEST APPLICATION

APPLICANT INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email Address: \_\_\_\_\_

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>% 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):	_____	_____
<b>TOTALS</b>	_____	_____ <i>(Transfer to Project Request Summary)</i>

**Construction Acquisition:**

Project Address: \_\_\_\_\_ Land Area (acres): \_\_\_\_\_  
 Building Area (ft<sup>2</sup>): \_\_\_\_\_ 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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>TOTAL</b>	_____		

## 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:

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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.

## 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

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and 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.

## 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** (*One page maximum*). 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 three 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 three 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. **Current tax returns.** Prior three years for the principal owner/operators, and if it is a current business, of the business itself.
8. **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.
9. **Insurance documentation.**
10. **Copies of third party contracts.**
11. **Copies of franchise agreements.**
12. **Copies of commercial leases.**
13. **Copies of UCC filings.**
14. **Articles of Incorporation.**
15. **Copy of corporation bylaws or LLC operating agreement.**
16. **Business licenses and registrations.**
17. **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.
18. **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.
19. **Financing Information.** If seeking other financing, please indicate status of the loan, the contact person, and phone number.
20. **Complete business plan** for any business less than three years old.
21. **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.