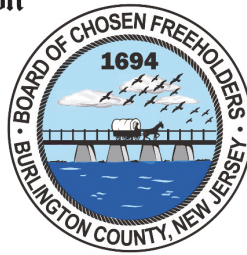


Board of Chosen Freeholders County of Burlington

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 direct loan request up to \$50,000.00.

Please review the documentation required and complete the loan application in its entirety. ***Mention here how they can fill out online, then save and print; completed application should be mailed with application fee. Or...if we also want them to be able to fill out online and SUBMIT, include those instructions as well.***

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 www.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, Treasurer".
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:
 - i. Corporate resolution authorizing submission of the application and its execution by a corporate officer or the corporation's attorney.
 - ii. Copy of corporate charter and a copy of the corporate bylaws
 - iii. 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** obtained from the State of New Jersey Division of Revenue at www.nj.gov/njbgs, 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:
 - i. Name and address of ALL persons who have an ownership interest in all or any part of the property.
 - ii. Name and address of ALL persons who reside on the property and their interests, if any, to the applicant(s).
 - iii. 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: 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

- Loan Amount:** Maximum amount is \$50,000.00
- Length of Term:** Not to exceed 10 years
- Collateral:** Required
- Interest Rate:** The interest rate will be determined at the time the application and application fee are received by the Department of Economic Development and Regional Planning. .

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

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 direct loans.

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. Encourage the increase of 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 at 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.

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

3. 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 position or two part-time permanent positions for each \$10,000.00 funded

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 description of business:

Brief narrative detailing the reason for the loan, use of funds and expected benefits from the loan:

Requested Loan Amount: _____ Length of Term: _____

Type of Loan (choose one): Working Capital
 Fixed Assets

A. Applicant Information:

Name of Principal: _____ Soc.Sec.#: _____
 Home Street Address: _____ Phone: _____
 City: _____ State: _____ Zip Code: _____
 Email: _____
 Education Level: _____ % of Ownership: _____ Office Held: _____
 Name of Spouse: _____ Soc.Sec.#: _____

Name of Principal: _____ Soc.Sec.#: _____
 Home Street Address: _____ Phone: _____
 City: _____ State: _____ Zip Code: _____
 Email: _____
 Education Level: _____ % of Ownership: _____ Office Held: _____
 Name of Spouse: _____ Soc.Sec.#: _____

B. General Information:

Name of Business:

Business Street Address:

City:

State:

Zip Code:

Website:

Federal Tax ID#:

Business Type:

Number of Years in Business:

Number of Years of Experience in Business:

Current # of Jobs:

Jobs to be created:

Jobs to be retained:

C. Financial Information

Name of bank/financial institution:

Bank Street Address:

City:

State:

Zip Code: ;

Type of Accounts Held:

Personal:

Checking

Business:

Checking

Business

Business

Other

Other

Name of bank/financial institution:

Bank Street Address:

City:

State:

Zip Code:

Type of Accounts Held:

Personal:

Checking

Business:

Checking

Business

Business

Other

Other

D. List of all capital projects and/or items to be financed (entire project):

Project/Items:

Cost:

Total Cost of Project:

E. Summary of 100% of financing for the entire project:

Source of Financing:

Lender Financing	Address	Phone #	Contact Person	Financing Amount	Percentage of Project
Name of Bank	Street, Town, NJ Zip	(xxx)xxx-xxxx	First, Last	\$xx,xxx	xx%

Applicant's Equity (must be at least 10% of project):

Burlington County Small Business Loan Program:

Other:

TOTALS:

100%

F. Miscellaneous/Other Information:

Do you owe any outstanding Municipal Taxes?

If yes, please identify by checking the applicable taxes:

Real Estate Taxes: Water: Sewer:

Within the past five (5) years, any ownership interest in a business entity?

Are you currently a party in any litigation?

If yes, please describe the litigation and your interest in it:

Does any person hold a judgment against you? (A judgment is an order entered by a court)

If yes, provide the following information about the person holding the judgment:

Name: Address:
 City: State: Zip:
 Date the judgment was entered: Amount of Judgment:

Provide a copy of any written order, judgment, resolution or agreement resulting from any concluded court or arbitration proceeding in which the applicant was a defendant or respondent.

Have you ever been involved in bankruptcy or insolvency proceedings?
 If yes, please provide details and copy of discharge.

I (we) hereby certify that the information provided in this Application is true. I (we) covenant, promise and agree that if any facts, circumstances or conditions change that would make any of the answers to the questions or information provided in or with this application to not be true if made after this date, I (we) am/are obligated to immediately report the change to the County in writing. I (we) understand that if any false information has been provided in or with this application or if I (we) fail to correct any information or facts that change while this application is pending and the County determines to reject this application as a result thereof, I (we) shall be responsible to pay the County for the costs incurred by the County in processing this application including, but not limited to, the costs of title and credit searches and accountant review. In addition, the County may declare the applicant ineligible to file any new application for a loan with the County.

If the applicant is a partnership, all partners must sign below.

Print Name	Signature of Applicant	Date
Print Name	Signature of Applicant	Date
Print Name	Signature of Applicant	Date
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.

1. *Are you now, or have you been within the past year:*
 - A. an employee, consultant, officer or elected or appointed official of Burlington County?
 - B. an employee, consultant, or officer of any firm or agency receiving Community Development Block Grant funds or participating in the Community Development Block Grant Program?

2. *Is any member of your family or spouse's family, now or within the past year:*
 - A. an employee, consultant, officer, or elected/appointed official of Burlington County?
 - B. an employee, consultant, or officer of any firm or agency receiving Community Development Block Grant funds or participating in the Community Development Block Grant Program?

3. *Is any person with whom you have a business relationship, now or within the past year:*
 - A. an employee, consultant, officer or elected or appointed official of Burlington County?
 - B. an employee, consultant, or officer of any firm or agency receiving Community Development Block Grant funds or participating in the Community Development Block Grant Program?

Note: If you answered "YES" to any of the above questions, please provide the details below:

Signature of Applicant:

Date:

Signature of Applicant:

Date:

CREDIT CHECK RELEASE

Please review, complete, sign, and date this form.

If there is more than one Business Principal, all parties must complete this form.
Please copy the Credit Check Release form as needed.

Return the completed form with your application and all documentation for loan consideration.

I hereby authorize the Department of Economic Development and Regional Planning to access my credit history and any other information relevant to my application for a small business loan.

Signature of Applicant

Date

Name

Title

Social Security Number
(no dashes; 1231231234)

Signature of Applicant

Date

Name

Title

Social Security Number
(no dashes; 1231231234)

INDIVIDUAL FINANCIAL STATEMENT

Lender:

Applicant Name:

SSN/TIN:

Address:

City:

State:

Zip Code:

Applicant is applying for this loan:

Individually

Jointly

Check Appropriate Box:

I am applying for individual credit in my own name and am relying on my own income or assets and not the income or assets of another person as the basis for repayment of the credit requested. *Complete all applicable sections.*

This is an application for joint credit with another person. *Complete applicant and co-applicant sections below and indicate or provide explanation relating to any assets owned jointly or by a trust or liabilities owed with others. (Attach schedules and explanatory notes if necessary.)*

We intend to apply for joint credit:

Applicant:

Co-Applicant:

I am applying for individual credit, but am relying on income from alimony, child support, or separate maintenance or on the income or assets of another person as the basis for repayment of the credit requested. *Complete all sections to the extent possible, providing information in the applicant section about the person on whose alimony, support, or maintenance payments or income or assets you are relying. (Attach schedules and explanatory notes if necessary.)*

STATEMENT OF FINANCIAL CONDITION OF:**As of:**

	<u>ASSET AMOUNT</u>	<u>LIABILITY AMOUNT</u>
<u>CASH - (SCHEDULE A)</u>		
In This Institution		
Other Banks or Savings & Loans		
<u>STOCKS AND BONDS - (SCHEDULE B)</u>		
Marketable Securities		
Others		
<u>TAX</u>		
Tax Refund Due		
Taxes Owed		
<u>INSURANCE - (SCHEDULE C)</u>		
Cash Value		
Insurance Loans		
<u>ACCOUNTS & NOTES RECEIVABLE - (SCHEDULE D)</u>		
<u>REAL ESTATE (ASSETS)/NOTES & CONTRACTS PAYABLE (LIABILITIES) - (SCHEDULE E)</u>		
Residence(s)		
Unimproved Land		
Income Property(ies)		
Other		
<u>OTHER (ASSETS)/(LIABILITIES) - (SCHEDULE F)</u>		
Other Assets and Personal Property		
Other Liabilities		
<u>NOTES & LOANS PAYABLE - Other than Real Estate (LIABILITIES) - (SCHEDULE G)</u>		
Notes Payable to Banks		
Notes & Loans Payable (Other)		
<u>ACCOUNTS & BILLS PAYABLE (LIABILITIES) - (SCHEDULE H)</u>		
Bank Cards		
Open & Revolving Accounts		
Other		
<u>TOTAL ASSETS/LIABILITIES</u>		

RECAP OF INCOME AND EXPENSES

**See Notice Below Before Completing "Other Income"*

NET WORTH (Difference Between Total Asset & Total Liabilities)**ANNUAL INCOME FOR YEAR:**

Salary or Wages

Dividends or Interest

Rentals (Gross Income)

Business (Net Income)

Other Income (Describe)*

Describe

ANNUAL EXPENSES FOR YEAR:

Property Tax & Assessments

Federal & State Income Tax

Real Estate Loan Payments

Payment on Contracts / Notes

Estimated Living Expenses

Other

* 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.

TOTAL INCOME:**TOTAL EXPENSES:****CONTINGENT LIABILITIES**

As Endorser on Notes/Contracts

As Guarantor on Notes/Contracts

For Taxes

Other (Describe)

TOTAL LIABILITIES:

SCHEDULE A: CASH LOCATION AND STATUS OF BANK ACCOUNTS:

Checking/CD/Saving

Bank

Branch Carried

Balance

Interest Rate Earned

CD Maturity Date

Pledged for a Loan

Loan Balance

Loan Maturity Date

SCHEDULE B: STOCKS AND BONDS (Include Interest In Any Closely Held Business)

Description

of Shares

Registered Name

Valuation Source

Date

Price Per Share

Total Value

Purchased on
Margin or Pledged

SCHEDULE C: LIFE INSURANCE

Insured

Primary Beneficiary

Face Amount

Actual Cash Value

Loans on Policy

Name of Company

Location of Office

SCHEDULE D: ACCOUNTS AND NOTES RECEIVABLE

Owner(s)

Due From

Address

City

State/Zip

Collateral

Maturity Date

Payable Amount

Payable Per

Balance Due

SCHEDULE E: REAL ESTATE (Show Mortgage Information in Schedule J)

Description

Address

City

State/Zip

Owner(s)

Owner(s)

Owner(s)

Date Acquired

Cost

SCHEDULE F: OTHER ASSETS AND PERSONAL PROPERTY

Automobiles

Year

Make

Value

Rec Vehicles & Boats

Year

Make

Foot

Other

Value

Personal Property

Furniture Value

Jewelry Value

Equipment Value

Other Value

SCHEDULE G: NOTES AND LOANS PAYABLE TO BANKS AND OTHERS

Payable to

Address

City

State/Zip

Collateral

Persons Liable

Maturity Date

How Payable: Amount

Per

Balance Due

SCHEDULE H: ACCOUNTS AND BILLS PAYABLE (Including Bank Cards)

Payable To

Account Number

Persons Liable

How Payable: Amount

Per

Balance Due

SCHEDULE I: OTHER LIABILITIES

Payable To

Persons Liable

Collateral

How Payable: Amount

Per

SCHEDULE J: NOTES, CONTRACTS, ACCOUNTS PAYABLE
(Including Mortgages on Property Listed in Schedule E)

Mortgage or Lienholder

Annual Taxes

Monthly Income

Monthly Payments

Present Value

Balance Due

If applicant resides in a community property state, please complete the following concerning marital status:

Applicant is: _____ :

Applicant Information:

Social Security #: _____ Driver's License # _____ Date of Birth _____

Home Phone# _____ Business Phone # _____

Employer Name _____ Occupation _____

Number of Years _____ Salary _____ Per _____

Amount of alimony, child support and separate maintenance payment income

NOTE: 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.

Name and address of payor of any alimony, child support or separate maintenance payment income disclosed above as a source of repayment.

Alimony, child support, separate maintenance received under
Income (salary, pension, social security, dividends, interest, etc) Source:

_____ Amount _____ Per _____

Have you ever borrowed from any other branch of this institution:

Name _____ Location _____ Date _____

Number of Dependents _____ Ages _____

Have you established a trust? _____ Type _____ Name(s) of trustee(s) _____

Have you made a will? _____ Name of personal representative _____

Have you guaranteed or endorsed the notes of any other person?

Do you have any other contingent liabilities?

Are there any outstanding judgments against you?

Have you been declared bankrupt within the last 7 years?

Reference Name/Address _____

Reference Name/Address _____

Reference Name/Address _____

If co-applicant resides in a community property state, please complete the following concerning marital status:

Co-Applicant Information, if any:

Co-Applicant is:

Co-Applicant's Full Name

Co-Applicant Address

Social Security #

Driver's License #

Date of Birth

Home Phone #

Business Phone #

Employer Name

Occupation

Number of Years

Salary

Per

Amount of alimony, child support and separate maintenance payment income

NOTE: 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.

Name and address of payor of any alimony, child support or separate maintenance payment income disclosed above as a source of repayment.

Alimony, child support, separate maintenance received under

Income (salary, pension, social security, dividends, interest, etc) Source

Amount

Per

Have you ever borrowed from any other branch of this institution:

Name

Location

Date

Number of Dependents (not listed by applicant)

Ages

Have you established a trust?

Type

Name(s) of trustee(s)

Have you made a will?

Name of personal representative

Have you guaranteed or endorsed the notes of any other person?

Do you have any other contingent liabilities?

Are there any outstanding judgments against you?

Have you been declared bankrupt within the last 7 years?

Co-applicant References

Name	Address		
City		State	Zip
Name	Address		
City		State	Zip
Name	Address		
City		State	Zip

APPLICANT'S SIGNATURE(S)

I (we) hereby affirm that the foregoing information contained in this financial statement is presented for the purpose of obtaining credit as of the date indicated and is true, complete and correct. I understand Lender is relying on this statement of my financial condition in making loan(s) to me. Lender is authorized to make any investigation of my credit or employment status either directly or through any agency employed by Lender for that purpose. I agree to inform Lender immediately of any matter which will cause any significant change in my/our financial condition. I understand that Lender will retain this financial statement whether or not credit is granted.

CONSENT

The lender may be relying on: 1) income from an individual who is not an applicant for the consumer loan, or 2) an individual co-borrower, owner, partner, officer or guarantor, for the business loan. Because of your relationship to the loan applicant or your role in the accommodation for the loan, your personal creditworthiness is a factor in the evaluation of the application or accommodation for the loan. By signing below, I authorize the financial institution to obtain a consumer credit report on me for that purpose to evaluate the loan application.

Social Security Number