# Lakewood UEZ Micro-Loan Application Checklist

**Business Name:**

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### Personal Financial Statement for all principals of the business

(Please disclose any family financial assistance you may receive and provide a PFS for anyone who may be guaranteeing the loan other than the principals.)

<table>
<thead>
<tr>
<th>Principal 1:</th>
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<tbody>
<tr>
<td>Principal 2:</td>
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<tr>
<td>Principal 3:</td>
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</table>

### Business Plan

**Coversheet**

Name of Business, address, telephone number

Type of Business

Federal and State Tax Id Numbers

UEZ file number

Requested loan amount

Name of each principal and respective ownership in the business

**Narrative**

Description of business

Products/Services

Marketing Plan

Management and Personnel

Application (itemized) and Expected Effect of the Loan

Location of property being used as collateral

Resume of each principal

### Financial Data (use the accrual method)*

For An Existing Business:

- Balance sheet (no older than 90 days from date of application)
- Interim P&L (year to date)
- Income Statement (Profit & Loss - previous year if business tax return is not available)
- Cash Flow projections (two years by month)
- Brief explanation at how the projections were derived

For a Start Up Business:

- Cash Flow projections (two years by month)
- Proforma Income Statement and Balance Sheet
- Brief explanation at how the projections were derived

### Other Reports and Forms

Business Federal Tax Returns for the last two years

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
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</table>

Personal Federal Tax Returns for the last two years for all principals

<table>
<thead>
<tr>
<th>Principal 1</th>
<th>Principal 2</th>
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</thead>
</table>

Current NJ Business Registration Certificate (BRC)

Current UZ5SBA form

Gift Letter - Family support (if applicable)

### Items that may be required by the finance committee

Co-Signer/Guarantor (if required)

Letters from Vendors

For Staff Use Only

Date rec'd:

Rec'd by:

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updated 7-2013
LAKEWOOD UEZ MICRO-LOAN APPLICATION

Be advised that the approval and disbursement of Zone Assistance Funds (first or second generation) is contingent upon the Applicant (UEZ business) remaining a certified UEZ business in good standing and maintaining all tax obligations to the State of New Jersey.

Section A

COMPANY NAME (LEGAL) ____________________________________________

DOING BUSINESS AS: ______________________________________________

BUSINESS ADDRESS: ______________________________________________

BUSINESS PHONE NUMBER: ___________________ FAX / CELL / OTHER

EMAIL ADDRESS: ________________________________________________

LOAN REQUEST: ____________________ TERM OF LOAN: ____________________

INTEREST RATE: ____________________ fixed 3.5% ____________________

Section B

PERSONAL FINANCIAL STATEMENT AS OF: ____________________________

PERSONAL INFORMATION

APPLICANT

Name: ____________________

Position/Title: ____________________

Home Address: ____________________

Phone: ____________________ Cell: ____________________

Social Security #: ____________________ DOB: ____________________

Percentage of ownership of the business: ____________________

CO-APPLICANT (Co-Guarantor)

Name ____________________

Position/Title: ____________________

Home Address: ____________________

Phone: ____________________ Cell: ____________________

Social Security #: ____________________ DOB: ____________________

Percentage of ownership of the business: ____________________

ATTACH MOST RECENT TWO (2) YEARS OF PERSONAL AND/OR BUSINESS TAX RETURNS CURRENT

INCOME (ANNUAL) (including support from family) EXPENSES (ANNUAL)

Salary/Commissions/Bonuses/Other Compensation: ____________________ Federal Income and Other Taxes ____________________

Rental Income: ____________________ State Income and Other Taxes: ____________________

List/Total Income from all other sources: ____________________ Rent/Co-Op/Condominium Maintenance Fees: ____________________

_________________________ ____________________ Mortgage Payments & Taxes (Residential & Invest) ____________________

_________________________ ____________________ Insurance: ____________________

_________________________ ____________________ Investments (incl tax shelters) ____________________

_________________________ ____________________ Alimony/child support: ____________________

_________________________ ____________________ Tuition: ____________________

_________________________ ____________________ Other Living Expenses: ____________________

Section C

** Income from alimony, child support or separate maintenance income need not be revealed if the applicant or co-applicant does not wish this considered as a basis for repayment of this loan.

ASSETS Value LIABILITIES Amounts

Cash in banks (money market, CDs) ____________________ Notes Payable ____________________

Personal property (including owned automobiles) ____________________ Accounts Payable including Credit cards: ____________________

Readily Marketable Securities (Sched. A) ____________________ Taxes Payable: ____________________

Non-readily Marketable Securities (Sched. A) ____________________ Mortgage debt (Sched. C) ____________________

Accounts and Notes Receivable ____________________ Notes Due: Partnership (Sched. D) ____________________

Net cash surrender of life insurance (Sched. B) ____________________ Other Liabilities (List): ____________________

Residential Real Estate (Sched. C) ____________________ Total Liabilities: $ -

Real Estate Investment (Sched. C) ____________________

Other Assets: List: ____________________

Total Assets: $ - Net Worth: $ -

CONTINGENT LIABILITIES

Are you a guarantor, co-maker or endorser for any debt of an individual, corporation or partnership? ____________________

Do you have any outstanding letters of credit or surety bonds? ____________________

Are there any suits or legal actions pending against you? ____________________

Are you contingently liable on any lease or contract? ____________________

Are any of your tax obligations currently past due? ____________________

If yes for any of the above, give details: ____________________

LAKEWOOD DEVELOPMENT CORPORATION
A UEZ Administration

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### Schedule A - All Securities (including non-money market mutual funds)

<table>
<thead>
<tr>
<th>No. of shares (stock) or face value (bonds)</th>
<th>Description</th>
<th>Owners</th>
<th>Where held?</th>
<th>Cost</th>
<th>Current Market Value</th>
<th>Pledged yes/no</th>
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Non-readily Marketable Securities

|                                            |             |        |             |      |                      |                |
|                                            |             |        |             |      |                      |                |

### Schedule B - Insurance

<table>
<thead>
<tr>
<th>Insurance Co.</th>
<th>Face amount of policy</th>
<th>Beneficiary</th>
<th>Type</th>
<th>Cash surrender value</th>
<th>Amount Borrowed</th>
<th>Ownership</th>
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### Schedule C - Personal Residence & Real Estate Investments, Mortgage Debt (majority ownership only)

<table>
<thead>
<tr>
<th>Personal Residence address</th>
<th>Legal Owner</th>
<th>Purchase Price/Year</th>
<th>Market Value</th>
<th>Loan Balance</th>
<th>interest</th>
<th>Loan Maturity</th>
<th>Monthly Payment</th>
<th>Lender</th>
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<table>
<thead>
<tr>
<th>Investment</th>
<th>Legal Owner</th>
<th>Purchase Price/Year</th>
<th>Market Value</th>
<th>Loan Balance</th>
<th>interest</th>
<th>Loan Maturity</th>
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### Schedule D - Partnerships (less than majority ownership for real estate partnerships)*

<table>
<thead>
<tr>
<th>Type of Investment</th>
<th>Date of initial investment</th>
<th>Cost</th>
<th>Percent Owned</th>
<th>Current Market Value</th>
<th>Balance Due on Partnerships, Notes, Cash Call</th>
<th>Final Contribution Date</th>
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*Note: For investments which represent a material portion of your total assets, please include the relevant financial statements or tax returns, or in the case of partnership investments or S-corporations, schedule K-1s.

### Schedule E - Notes Payable

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Type of Facility</th>
<th>Amount of line</th>
<th>Secured yes/no</th>
<th>Collateral</th>
<th>Interest rate</th>
<th>Maturity</th>
<th>Unpaid Balance</th>
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The undersigned authorizes any person or consumer reporting agency to give the LUEZ any information it may have on the undersigned. The undersigned are aware that an annual review may be requested at the discretion of the LUEZ. This personal financial statement and any other financial or other information that the undersigned shall give to the LUEZ shall remain the property of the LUEZ. The undersigned hereby certifies that they fully understand the LUEZ’s Financial Assistance Program’s lending policy and procedures and that the following were made available to them in written form at their request: 1) a copy of the LUEZ’s Financial Assistance Program’s Policies and Procedures and 2.) an amortization schedule based on the loan amount authorized.

QUALIFIED USES OF LOAN FUNDS: (THIS LOAN CAN NOT BE USED TO PAY OFF EXISTING DEBT)

- Capital improvements to the business location
- Hire additional employees
- Increase advertising. Allowable if completed in accordance with the state UEZ and Lakewood UEZ advertising policies.
- Purchase equipment for use in the operation of the business.

MINIMUM REQUIREMENTS FOR THE LOAN

- Business must be a certified UEZ business in good standing at the time of application and must remain in good standing as a UEZ business during the repayment of the loan;
- Prior to disbursement of funds, the UEZ business must be “cleared” as being in Tax Compliance with the State of NJ Division of Revenue;
- No active bankruptcy, civil judgments, or tax liens;
- Current on all bills and obligations;
- Provide collateral to support the loan. Real estate is generally accepted form of collateral;
- Lakewood UEZ requires:
  - Business plan outlining including but not limited to: pertinent information about the business, its projected financials, target market, etc.
  - Disclosure of the intended use of loan funds.

By executing this application for Lakewood Micro-loan funding, you are authorizing the Lakewood UEZ to perform a credit check on all applicants listed in this application. If credit scores returned are categorized as “POOR”, a secondary guarantor in “GOOD” (or better) standing must additionally guarantee this loan.

By Policy of the State of New Jersey UEZ Program it is required that all loans be secured with a form of collateral.

| REAL ESTATE ADDRESS: | ______________________ | OR | BLOCK & LOT | ______________________ |
| REAL ESTATE MUNICIPALITY | ______________________ |
| Owner: | ______________________ |
| EQUIPMENT: | (please list) | ______________________ |

SIGNATURES

Applicant: ______________________ Co-Applicant: ______________________

Date: ______________________ Date: ______________________

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