



## **Arvada Economic Development Association Tenant Finish and Revolving Loan Information**

Businesses applying for a Tenant Finish or Revolving Fund Loan must complete an revolving fund loan application form and supply all required supporting documentation. The Tenant Finish and Revolving Loan Fund application and supporting documents will be reviewed by the Arvada Small Business Revolving Loan Fund Committee who will make a recommendation to the entire AEDA Board of Directors. The AEDA Board of Directors will review each recommendation and authorize eligibility.

**Projects are evaluated based on the following criteria. Projects do not need to contain all of the criteria items as a condition for approval; however, projects with more of these items may be given a higher priority for approval. Applicants are encouraged to submit information as to how the project meets the criteria noted below.**

**Criteria for loan funding includes, but is not limited to:**

- Financial benefit to the community through additional jobs or increased revenue
- Potential for primary jobs defined as jobs that bring “new” money into the community
- Likely requires public sector participation for the project to occur
- Potential to generate increased revenue for the City of Arvada Project could reduce City costs or need for services
- Area currently experiences decreasing revenues
- Eliminates or prevents adverse physical, social or economic conditions
- Improves community image or neighborhood amenities
- Triggers spin-off benefits for other properties or businesses
- Project is timely or urgent in improving conditions or redevelopment
- Area is targeted for improvement, redevelopment, or community improvement projects
- Property owner must be interested in facilitating improvements or revitalization
- Creates a positive return on investment for the City

# Arvada Economic Development Association Tenant Finish or Revolving Loan Application

Please check the loan in which you are applying. Complete this application and the attached Loan Request Form Checklist.

\_\_\_ Tenant Finish \_\_\_ Revolving Loan

## COMPANY INFORMATION

Company Name: \_\_\_\_\_ DBA if any: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Person in Charge: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Date Established: \_\_\_\_\_

Type of Entity (Check One): \_\_\_ Corporation \_\_\_ Partnership \_\_\_ Proprietorship

Number of Employees: Current \_\_\_\_\_ After Funding \_\_\_\_\_

Tax ID # \_\_\_\_\_ Any affiliate companies: \_\_\_\_\_

Bank: \_\_\_\_\_ Officer: \_\_\_\_\_ Phone: \_\_\_\_\_

Attorney's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Accountant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Insurance Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

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## PROJECT INFORMATION

Street Address of Project: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

R/E Closing Date: \_\_\_\_\_ Realtor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**PRINCIPLES INFORMATION**

(Needed for proprietor, each partner, each officer, or stockholder of 20% or more voting stock. PLEASE COPY THIS SECTION IF MORE THAN ONE PRINCIPAL.)

Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
                    First                                      Middle                                      Last

Social Security #: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

% of Ownership or Stock Owned in the Business: \_\_\_\_\_

Present Address: \_\_\_\_\_  
                                    Street                                      City                                      State                                      Zip Code

From: \_\_\_\_\_ To: \_\_\_\_\_

Prior Address: \_\_\_\_\_  
                                    Street                                      City                                      State                                      Zip Code

From: \_\_\_\_\_ To: \_\_\_\_\_

Are you presently under indictment, parole or probation?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, furnish details: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been charged with or arrested for any criminal offense other than a minor motor vehicle violation?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, furnish details: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of any criminal offense other than a minor motor vehicle violation?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, furnish details: \_\_\_\_\_  
\_\_\_\_\_

**MISCELLANEOUS**

Have you or any officers of your company ever been involved in bankruptcy or insolvency proceedings?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, furnish details: \_\_\_\_\_  
\_\_\_\_\_

Are you or your business involved in any pending lawsuits?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, furnish details: \_\_\_\_\_  
\_\_\_\_\_

Are you or your spouse or any member of your household, or anyone who owns, manages, or directs the business or their spouses or members of their households work for the City of Arvada or associated with the Arvada Economic Development Association?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, furnish details: \_\_\_\_\_  
\_\_\_\_\_

**SOURCE OF YOU INJECTION**

\_\_\_\_\_ Cash \$ \_\_\_\_\_

\_\_\_\_\_ Project Land Cost \$ \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_

**PROJECT COST INFORMATION**

Total Project Cost \$ \_\_\_\_\_

Amount of Financing Required \$ \_\_\_\_\_

**USE OF PROCEEDS**

Land Acquisition	\$ _____
Land Improvements	\$ _____
Purchase and/or Remodel Building	\$ _____
New Construction	\$ _____
Purchase Machinery and Equipment	\$ _____
Purchase Furniture and Fixtures	\$ _____
Other (Contingencies)	\$ _____
Working Capital	\$ _____

Term Desired: \_\_\_\_\_ Years

**SOURCE OF FUNDS FOR PROJECT**

<u>SOURCE</u>	<u>AMOUNT</u>
Equity:	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Project:	\$ _____

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**DETAILED PROJECT INFORMATION**

Existing Facility  
\_\_\_\_\_ Size (Sq. Ft.)    \_\_\_\_\_ Owned    \_\_\_\_\_ Leased

If Owned:

Purchase Price:	\$ _____
Existing Mortgage	\$ _____
Recent Appraised Value	\$ _____
Annual Mortgage Payments	\$ _____

If Leased: Expiration Date: \_\_\_\_\_

Annual Rent: \$ \_\_\_\_\_

New Expanded Facility

Size \_\_\_\_\_ Sq. Ft.

Will new facility replace existing facility? \_\_\_\_\_

If replaced, will rent be saved or will existing facility be sold? \_\_\_\_\_

For how much can existing facility be sold? \$ \_\_\_\_\_

Purchase price and construction? \$ \_\_\_\_\_

Will you occupy entire space? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, furnish details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

% occupied by you? \_\_\_\_\_

Rental Income Generated \$ \_\_\_\_\_

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**TRADE REFERENCES** – Please list (3)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I/we hereby certify that the above information is valid and correct to the best of my/our knowledge. I/we understand that this application serves as a commitment on my/our behalf to accepting the terms and requirements of this loan and that my/our loan origination fee will not be refunded to me/us should I/we solely decide to stop the loan process and/or not agree to the terms and requirements of the loan process.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Arvada Economic Development Association Loan Form Checklist

In case of any form of direct loan, the following information/documents will be required according to the Arvada Economic Development Association (AEDA) procedures:

- \_\_\_\_\_ Written history of the applicant and nature of the business
- \_\_\_\_\_ Terms and conditions of all current and proposed debt.
- \_\_\_\_\_ Copy of the business' current lease, if applicable (Tenant Finish Loan Only)
- \_\_\_\_\_ Past three years complete financial statements, including balance sheet, profit and loss statement and cash flow analysis. Audited statements are preferred.
- \_\_\_\_\_ The most recent (less that 60 days old) un-audited interim financial statement, along with aging of all receivables and payables for the company.
- \_\_\_\_\_ A two year cash flow projection for the company with year one projected monthly.
- \_\_\_\_\_ Personal financial statements of all guarantors.
- \_\_\_\_\_ The past two years of federal income tax filings for the company and any guarantors.
- \_\_\_\_\_ A business plan, which includes information on the use of the funds.
- \_\_\_\_\_ Articles of Incorporation and By-Laws

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

