



# COMMERCIAL REVOLVING LOAN FUND PROGRAM APPLICATION

Office of the City Administrator  
621 Sixth Street, Kiel, WI 53042  
(920) 894-2909 ext. 102

## SECTION 1 - APPLICANT INFORMATION / INFORMATION ABOUT YOU

Name:	
Address:	
City / State:	Zip:
Phone:	Phone:
Fax:	Email:

## SECTION 2 - BUSINESS INFORMATION / INFORMATION ABOUT YOUR BUSINESS

Business Name:		
Address:		
City / State:	Zip:	
Year Business Established:	Business SIC #:	
Business Structure (select one):		
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> General Partnership	<input type="checkbox"/> Limited Partnership
<input type="checkbox"/> C-Corp	<input type="checkbox"/> S-Corp	<input type="checkbox"/> LLP
<input type="checkbox"/> LLC	<input type="checkbox"/> Other:	
Number of Full Time Employees:	Number of Part Time Employees:	

## SECTION 3 - MANAGEMENT INFORMATION

List all owners, officers, directors and / or partners having 20% or greater ownership interest.

Name & Title:	% Ownership:
Address:	
City / State:	Zip:
Phone:	Email:
Years Experience:	Minority or Female Owner? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name & Title:	% Ownership:
Address:	
City / State:	Zip:
Phone:	Email:
Years Experience:	Minority or Female Owner? <input type="checkbox"/> Yes <input type="checkbox"/> No

Name & Title:	% of Ownership:
Address:	
City / State:	Zip:
Phone:	Email:
Years Experience:	Minority or Female Owner? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name & Title:	% of Ownership:
Address:	
City / State:	Zip:
Phone:	Email:
Years Experience:	Minority or Female Owner? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name & Title:	% of Ownership:
Address:	
City / State:	Zip:
Phone:	Email:
Years Experience:	Minority or Female Owner? <input type="checkbox"/> Yes <input type="checkbox"/> No

**SECTION 4 - DESCRIPTION OF BUSINESS PROJECT**

Location of Project:	
Description of Proposed Project:	
List Other Occupants / Uses:	
1.	3.
2.	4.

**SECTION 5 - PROJECT COSTS / USES OF FUNDS**

Acquisition	\$
Renovation (Exterior)	\$
Rehabilitation (Interior)	\$
Land Improvements	\$
Machinery / Equipment	\$
Architectural / Engineering	\$
Total Project Cost	\$

**SECTION 6 - PROJECT FINANCING / SOURCES OF FUNDS**

<b>Personal Funds / Cash Equity:</b>	Amount:	\$
<b>Lender # 1 Funds (Bank Loan):</b>		
Name:		
	Amount:	\$
	Interest Rate:	
	Term:	
Use of Loan Proceeds:		
Collateral:		
<b>Lender # 2 Funds (SBA or Other Loan):</b>		
Name:		
	Amount:	\$
	Interest Rate:	
	Term:	
Use of Loan Proceeds:		
Collateral:		
<b>City Revolving Loan Funds:</b>		
	Amount:	\$
	Interest Rate:	\$
	Term:	
Use of Loan Proceeds:		
Collateral:		

**SECTION 7 - EXISTING BUILDING CONDITIONS**

Does your business occupy entire building? <input type="checkbox"/> Yes, 100% <input type="checkbox"/> No, Percentage occupied:		
List Other Occupants / Uses:		
1.	3.	
2.	4.	
<b>If Owned:</b>		
Size of Facility (SF):		
Date Acquired:		
Purchase Price:		
Appraised Value:	Date of Appraisal:	
<b>1<sup>st</sup> Mortgage:</b>		
Existing 1 <sup>st</sup> Mortgage Balance		
Original 1 <sup>st</sup> Mortgage Amount		
Name of 1 <sup>st</sup> Mortgagee / Lender:		
Address:		
City / State:	Zip:	
<b>2<sup>nd</sup> Mortgage:</b>		
Existing 2 <sup>nd</sup> Mortgage Balance:		
Original 2 <sup>nd</sup> Mortgage Amount:		
Name of 2 <sup>nd</sup> Mortgagee / Lender:		
City / State:	Zip:	
<b>Land Contract:</b>		
Existing Land Contract Balance:		
Original Land Contract Amount:		
Name of Vendor / Seller of Land Contract:		
Address:		
City / State:	Zip:	
<b>If Leased:</b>		
Size of Facility (SF):		
Term of Lease:	Beginning Date:	Termination Date:
Annual Rent:		
Rent Terms: <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually		
Percentage Rentals ? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, % ?:	
Name of Owner / Lessor:		
Address:	City/State/Zip:	

**SECTION 8 - CONTRACTOR INFORMATION**

**General Contractor:**

Name:

Address:

City / State: Zip:

Item	Subcontractor Name	Amount
Architect / Engineering Service		\$
Excavation		\$
Grading		\$
Gravel		\$
Blacktop / Concrete		\$
Utility Extensions		\$
Mason		\$
Structural Steel		\$
Carpenter		\$
Lumber		\$
Millwork		\$
Cabinets		\$
Roofing		\$
Insulation		\$
Plaster / Drywall		\$
Windows		\$
Awnings		\$
Electric		\$
Plumbing		\$
Heating		\$
Sheet metal		\$
Air Conditioning		\$
Flooring		\$
Painting - Interior		\$
Painting - Exterior		\$
Other:		\$
Total:	\$	

Total shall equal "Total Project Cost" in Section 5 of the application excluding acquisition.

**SECTION 9 - APPLICATION AGREEMENT**

The applicant certifies that all information in this application and all information furnished in support of this application, is given for the purpose of obtaining a loan under the Kiel Commercial Revolving Loan Program and is true and complete to the best of the applicant's knowledge and belief.

The applicant further certifies that he/she/they are the owner(s) or contract owner(s) of the project property described in this application; or the lessee of project property with proof of owner consent to improve said property.

The applicant further certifies that the loan proceeds will be used only for the work and materials identified in this application, and that applicant will abide with all provisions and guidelines of the Kiel Commercial Revolving Loan Program.

The applicant authorizes the City to request and receive information required to verify company and owner financial statements, credit history, and business and property ownership status; and the disclosure of all information submitted in connection with this application, by and between the City and any lender agreeing to participate with applicant's loan through this program.

Signature of Applicant:

Name (print):	Name (print):
Date:	Date:

**SECTION 10 - SUBMITTALS**

The following information is to be submitted along with the application for funding.

**1. PERSONAL RESUMES**

Complete personal resumes for each principal having 20% or greater ownership interest. Include description of experience and management capabilities.

**2. BUSINESS PLAN**

Describe the firm by its type, legal organization, ownership, management, stage of development, place in the market, objectives, marketing strategy, place in the industry, agreements with other businesses, financing and capital requirements. The business plan should include a four-digit SIC code, discussion of the management team and its experience, a discussion of the market and identification of major competitors, a discussion of sales growth and composition of the customer base, a discussion of accounting methods applied to inventory and the aging of inventory, a discussion of terms offered to customers and the aging of account receivables, a discussion of agreements with suppliers and other

trade accounts and the aging of accounts payable, a description of the debt structure and the status of outstanding debts, and a schedule of debt repayments.

### **3. FINANCIAL INFORMATION**

The following information must be prepared and signed by a qualified accountant:

A.) New/start-up business (less than 1 fiscal year in operation).

1. Current personal financial statements not older than 90 days for each principal identified in Section 3 - Management Information.
2. 3 year projected annual balance sheet and annual profit/loss statement (quarterly statements for year 1; annual statements for years 2-3).

B.) Existing business (more than 1 fiscal year in operation).

1. Current personal financial statements not older than 90 days for each principal identified in Section 3 - Management Information.
2. Current business balance sheet, profit/loss statement, and statement of change in cash position not older than 90 days.
3. Historic annual business balance sheet and annual profit/loss statement for each of last 3 fiscal years.
4. 3 year projected annual balance sheet and annual profit/loss statement.

### **4. LETTERS OF FINANCIAL COMMITMENT**

All funds committed to the project (equity and debt capital) must be evidenced by letters of commitment from borrowers and/or lenders. Such letters shall state the amount of funds committed to the project, and the terms and conditions under which the funds are to be provided. The only permitted contingency in their letters shall be receipt of revolving loan funds for the project.

### **5. BID DOCUMENTS**

Applicant will be required to submit all bid documents received for the proposed work to be completed.

### **6. PLANS AND SPECIFICATIONS**

For new construction, and for construction of additions or expansions to existing building, plans and specifications are to be submitted as per site plan requirements of the City of Manitowoc.

### **7. OWNER CONSENT**

For applicants seeking to make leasehold improvements, provide documentation of the property/building owner's consent.

**SECTION 11 – CONTACT INFORMATION**

**Please return completed application to:**

City of Kiel – City Hall  
City Administrator's Office  
621 Sixth Street  
P.O. Box 98  
Kiel, WI 53042

**For questions regarding this application please contact:**

City Administrator  
(920) 894-2909 ext. 102  
[www.kielwi.gov](http://www.kielwi.gov)