

Required Exhibits for Completing Loan Application

Please clearly label exhibits and separate them with a colored page insert. The legibility, completeness and organization of the information requested directly impacts on staff review time. Please contact the designated 1200 Fund staff if you have any questions regarding the information being requested.

EXHIBIT 1

History and Description of Business.

Briefly describe the past operation of the business and/or events leading up to its creation, include information on the product lines or services, industry, management and key employees, the operation's growth and affiliates.

EXHIBIT 2

The Project and Related Marketing Plan.

Describe the proposed project for which financing is being requested. Detail the marketing strategy and describe how it will support the planned business expansion. Include information on the following:

- Current customers and target markets (provide copies of contracts, purchase orders, etc. which relate to the loan request)
- Manufacturing process and materials
- Major suppliers
- Competition and comparison of products
- Pricing, distribution, and promotion

EXHIBIT 3

Detailed Source and Use of Proceeds.

Detail how the total project amount will be used including all sources of funds. Complete attached exhibit 3 chart. Attach written cost estimates.

EXHIBIT 4

List of Collateral.

Provide a detailed list of all collateral offered, new and existing, its value, and security position by funding source. Values of existing equipment should be supported by an independent appraisal. Proof of insurance will be required at closing.

EXHIBIT 5

Commitment Letters.

Including firm commitments from banks and other participating lenders stating the terms and conditions of their financing.

EXHIBIT 6

Impact on Community/Jobs.

Describe how the proposed project will benefit the community or area in which the business is located. Be specific in terms of the type and number of jobs created, the wage rates and the proposed hiring schedule. Job creation statements will be required as part of the loan closing documents.

EXHIBIT 7

Financial Statements.

Provide balance sheets, income statements and cash flow statements for the past three fiscal years and an interim statement less than 90 days old. Include footnotes and relevant accounting policies.

EXHIBIT 8

Schedule of Business Debts.

List original amount and date, present balance, interest rate, monthly payments, majority, collateral, personal guarantees and indicate whether the loan is current or delinquent.

EXHIBIT 9

Projections.

Provide three years proforma balance sheets, income statements and cash flows stated on a monthly and annual basis. Define the assumptions used to derive the projections.

EXHIBIT 10

Resumes and Personal Financial Statements.

Provide resumes of all principals as well as current, dated and signed personal financial statements on all principals with significant financial interest in the business.

EXHIBIT 11

Affiliates.

Provide a description of any affiliates or subsidiaries of business or principals requesting assistance, as well as balance sheets and income statements for the past two fiscal years.

EXHIBIT 12

Appraisals/Proposed Lease/Purchase Options or Agreements.

An independent appraisal will be required for any real estate which is a subject of the proposed financing, or which is offered as a major source of collateral to secure the loan. Also include copies of existing or proposed lease(s), purchase options or agreements, or other financial arrangements.

EXHIBIT 13

Partnership Certificate of Authorization or Corporate Certificate of Authority.

Include minutes of the corporate meeting adopting this certification, where applicable. Evidence of corporate action approving the borrowing will be required at closing.