

**Henderson-Vance Downtown Development Commission  
LOAN APPLICATION**

**COVER SHEET**

DATE: \_\_\_\_\_

NAME OF BUSINESS (Borrower): \_\_\_\_\_

NAME(S) OF OWNER(S): \_\_\_\_\_

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CITY: STATE: ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

MOBILE: \_\_\_\_\_

REQUESTING LOAN AMOUNT: \$ \_\_\_\_\_

(Must be more than \$1,000 and less than \$25,000)

**Henderson-Vance Downtown Development Commission  
LOAN APPLICATION**

**A. LOAN INFORMATION**

Purpose of loan? (Be specific) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount Requesting (\$1,000 to \$25,000): \_\_\_\_\_

Terms Requesting (Up to 60 months repayment): \_\_\_\_\_

Collateral: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will there be a Co-borrower? YES \_\_\_\_\_ NO \_\_\_\_\_ (see next page if yes)

Additional Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: Please be sure to attach 3 year (minimum) forecast of business cash flows (income vs. expenses). For an existing business less than 5 years old, attach last three (3) years of business tax returns in lieu of forecast.**

**Henderson-Vance Downtown Development Commission  
LOAN APPLICATION**

**CO-BORROWER**

(Complete **ONLY** if loan has a co-signer)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CITY: STATE: ZIP: \_\_\_\_\_

RELATIONSHIP TO BORROWER: \_\_\_\_\_

PLACE OF WORK: \_\_\_\_\_

WORK ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

OTHER INFORMATION THAT MAY BE HELPFUL: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: PLEASE ATTACH PERSONAL FINANCIAL STATEMENT AND TAX RETURNS IN A SEPARATE, SEALED ENVELOPE (FOR PRIVACY REASONS). ALSO, SEE FINANCIAL INFORMATION PAGE AS TO WHAT IS NEEDED.**

**Henderson-Vance Downtown Development Commission**  
**LOAN APPLICATION**

**II. FINANCIAL INFORMATION**

\*\*\* Personal Financial Statement (form attached) . . . complete thoroughly, date, **SIGN**, SSN and date of birth at the bottom 2<sup>nd</sup> page.

\*\*\* TWO years (minimum) most current BUSINESS tax returns

\*\*\* TWO years (minimum) most current PERSONAL tax returns

\*\*\* Forecast of future cash flow showing revenues, expenses and debt repayments (including the proposed payment of this loan request) for a minimum of THREE years (FIVE years is best).

\*\*\* Interest rate varies based on credit score and history of applicant. Rates start at 3% APR

**NOTE:** If this is a new business, need THREE years of cash flow forecasts in place of Business tax returns.

**Attach ALL financial information to this application.**

**III. SUPPORTING DOCUMENTS**

**For Corporations and LLC's please provide a copy of;**

**1. Articles of Incorporation/Organization**

**2. Bylaws**

**3. All shares or units of ownership in company**

**4. Annual reports filed**

# Henderson-Vance Downtown Development Commission, Inc. Revolving Loan Fund Program

## Revolving Loan Fund Program Objectives

The Henderson-Vance Downtown Development Commission, Inc. (H-VDDC) has been active in revitalization and economic development of our Historic Downtown area. It is the goal of the H-VDDC to support all efforts to make our Historic Downtown a great place to shop, eat, be entertained and work. Almost all of the shops and offices in the Downtown are classified as small or rural businesses. One of the main barriers to economic development is the lack of funds to aid and assist the businesses. It is the goal of the H-VDDC Revolving Loan Fund (RLF) and the H-VDDC Revolving Loan Committee (RLFC) to make small loans available to these businesses to stimulate the creation of new jobs and/or maintain existing jobs.

The RLFC will consider the financial need of each application, the probability of success, the security offered, and the overall benefits of the project to the Henderson Historic Downtown Business District; including the number of jobs to be created or retained, diversification of the economy, the extent of the upgrading of skills of the overall workforce, the quality of the jobs in terms of pay scale and benefit package and for community development projects, improvements to the community infrastructure, facilities and/or acquisitions that improve the health, safety and/or medical care of area residents.

- The H-VDDC will accept and consider applications for loans from the RLF for projects that benefit the Henderson Historic Downtown area.
- The H-VDDC Revolving Loan Committee (RLFC) is appointed by the Board of Directors of The Henderson-Vance Downtown Development Commission, Inc. (H-VDDC) and has the sole authority for approval or denial of loans from the RFL and is responsible for all decisions and actions of the RLF. The RLF will be operated and maintained solely by the H-VDDC Board and its Loan Committee.
- The RLF seeks to help finance projects within the Henderson Historic Downtown District and is not meant to always be the sole provider of funds for all projects in the Downtown area. The RLF will work with all lenders and collaborate to help provide a financial package that will bring any proposed project to completion and at the same time minimize the RLF participation in the project, where more money is required than the RLF can supply.
- It is not the intent of the RLF to compete with area lenders but rather to provide seed money to generate economic development.
- [Financial Information provided in connection with a RLF loan request](#) will at all times be kept confidential [to the extent allowed by law](#), by all persons on the H-VDDC Revolving Loan Committee (RLFC) as well as the H-VDDC Board of Directors.
- The H-VDDC Revolving Loan Committee (RLFC) is an equal opportunity lender and requires recipients to adhere to all equal opportunity laws.
- The lending area for eligible borrowers is the area delineated and under the auspices of the H-VDDC.

## **Revolving Loan Fund Management**

### **Administration of the RLF:**

Management of the RLF will be done by the RLFC. This loan committee is comprised of five (5) active H-VDDC Board members and an ex-officio member (usually the Executive Director of the H-VDDC).

### **Duties of the RLFC:**

To review all loan requests, the RLFC will perform necessary credit analysis and other due diligence in order to approve or deny any loan application presents to the H-VDDC.

### **Eligibility:**

Individuals, Partnerships, LLC's Sole Proprietorships, Cooperatives, Nonprofit Entities, City of Henderson and Vance County government are some types of businesses eligible for borrowing. The purpose of the loan MUST be for business reasons.

### **Examples of Projects Eligible for RLF Funding:**

- Industrial or Commercial Development
- Small Business Startup and/or Expansion
- Business Incubators
- Community Facilities
- Training and/or Education Facilities
- Others

### **Examples of Projects or Activities INELIGIBLE for RLF Funding:**

- Refinancing of Existing Debt, or Payment to Business Owners or Partners
- Projects Without Any Supplemental Financing
- No Investment Purposes (Borrowing for a Project that is not in the Designated Area of the Henderson-Vance Downtown Development Commission, Inc.)
- Normal Replacement, Not Related to Business Expansion or Job Creation
- Vehicles Used for General Purposes or Any Other Personal Use
- Construction Projects of an Individual Residential Nature
- Illegal Activities or Even Legal Activities That in the Opinion of the Board of the Henderson-Vance Downtown Development Commission, Inc., adversely affect RLF/ H-VDDC Interest
- Others

### **Examples of Financing Available:**

- Land, Buildings, Manufacturing Equipment, Office and Work Equipment
- Infrastructure Improvements
- Working Capital
- Others

## **Revolving Loan Fund General Guidelines**

The RLF will not lend more than 80% of the total amount that is needed for any purchase money project. The maximum single loan AND/OR any combination of loans may NOT exceed \$25,000 to any one borrower. The minimum loan is \$1,000.

### **Application Procedures:**

- Applications will be accepted at the Henderson-Vance Downtown Development Commission, Inc. office during regular business hours (Monday-Friday: 8:30 a.m. to 5:00 p.m.). The H-VDDC is located: City Hall, 134 Rose Ave, Henderson, NC.
- The Executive Director of the Henderson-Vance Downtown Development Commission, Inc. will review the applications for completeness and present complete applications to the RLFC. An application is **NOT** complete until **ALL** required information has been submitted to the H-VDDC Executive Director as listed on the application.
- The RLFC will contact and set-up an interview with the applicant to discuss the proposed loan request.
- The RLFC will review, analyze, discuss and decide on the loan application.
- The RLFC will normally review the RFL applications at their scheduled monthly meeting. If necessary and at its option, the RLFC Chairman may call a special meeting to review a loan application.
- The RLFC shall have final authority to approve or deny RLF loan requests, and determine appropriate terms and conditions.
- For all approved loans, a note, loan and security agreement addressing all of the terms and conditions, including monitoring procedures, repayments, delinquencies, defaults and remedies for the loan will be prepared by the RLFC and other third parties where necessary.

### **Interest Rate and Fees:**

Interest rates are subject to change based on prevailing market rates at the time of loan origination (loan date). In addition, interest rates offered can vary depending on purpose, collateral, ability to repay among many other reasons. (It is anticipated that the RLFC will be able to offer borrowers a competitive rate of interest).

The RLF may charge a processing fee. In addition, a late fee will be charged for any loan payment that is not received by the H-VDDC by the 15<sup>th</sup> day past due date. In addition, the RLF may charge borrowers for loan closing costs, attorney's fees, filing fees, and any other fees that may be necessary to complete loan documentation.

### **Interest Rate and Fees:**

Repayment terms for any loan will not exceed 10 years. The following terms will be used as a general guideline:

- Building/Real Estate            10 years
- Equipment                        7 year maximum or depreciation life
- Working Capital                 2 year term maximum
- Other                                5 year term maximum

The RLFC will provide guidance on term options and loan repayment schedules on an application by application basis.

### **Collateral:**

The RLFC will work with the potential borrower to obtain collateral that is adequate to secure the loan for its term. The nature of the collateral pledged shall be determined by the RLFC. There are many types of collateral that can be offered to secure a loan. Generally, collateral will consist of a first lien position. If the same collateral is used in joint financing (i.e. with a bank), the RLFC could seek other collateral or accept a 2<sup>nd</sup> lien position dependent upon the parameters of the loan.

All loan recipients will be required to maintain fire insurance, and liability insurance, on all collateral. In some cases, life insurance could be required with the RLF as beneficiary. Personal guarantees from owners, individuals, co-borrowers, partners or majority stockholders may be required.

### **Loan Monitoring:**

The Henderson-Vance Downtown Development Commission, Inc. (H-VDDC) Board of Directors and/or the RLFC shall monitor all RLF loans to ensure that loan proceeds are spent as identified in the RLF application, that all other sources of financing have been committed to the project and that the benefits of the loan disbursement, such as job creation and/or retention, are accomplished as stated in the RLF application. The H-VDDC Board and/or the RLFC shall ensure that RLF collateral is secure and, as a condition of the loan, may require periodic financial statements from RLF borrowers. The H-VDDC and/or the RLFC reserves the right to require submission of financial reports at any time of a borrower with an outstanding balance owed on any loan.

Company progress reports may also be required from the borrower. The reports could include information concerning the number of jobs created or retained, a comparison of borrower's accomplishments since the last report and a summary of any problems, delays or adverse conditions which will materially affect the attainment of planned project objectives and a statement of action taken or contemplated to resolve the situation.

An annual review and report of the outstanding loans of the RLF will be compiled by the RLFC for presentation to the H-VDDC Board of Directors.

**Note: Any policy, condition or other subject contained herein may be revised or changed by the H-VDDC Board of Directors or the RLFC (Loan Committee) at any time without notice.**



**Henderson-Vance Downtown Development Commission, Inc.  
Non-Borrower Acknowledgement**

I \_\_\_\_\_, am giving \_\_\_\_\_ as collateral for a loan for \_\_\_\_\_ doing business as \_\_\_\_\_

Though I am not a signer on the loan and do not have responsibility for the payments on said loan, I do acknowledge and understand that if the loan should become delinquent and/or unpaid, the Henderson Vance Downtown Development Commission, Inc., (H-VDDC) has the right to said collateral and can therefore repossess, sell or otherwise dispose of the collateral in order to satisfy, to the extent possible, the unpaid balance of the loan.

Name of Borrower: \_\_\_\_\_  
(Please print)

Signature of Borrower: \_\_\_\_\_ Date: \_\_\_\_\_

Collateral Owner: \_\_\_\_\_  
(Please print)

Signature Collateral Owner: \_\_\_\_\_ Date: \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_ Sworn to and subscribed

before me this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

\_\_\_\_\_ appeared before me and is personally known to me or provided proof of identity in the form of a valid government issued ID.



\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_



## **Authorization to Obtain a Consumer Credit Report and Release of Information**

Pursuant to the federal Fair Credit Reporting Act, I hereby authorize Henderson-Vance Downtown Development Commission, Inc. and its designated agents and representatives to conduct a comprehensive review of my background through a consumer report and/or an investigative consumer report to be generated for employment, promotion, reassignment or retention as an employee. I understand the scope of the consumer report/investigative consumer report may include, but is not limited to, the following areas: verification of Social Security number; current and previous residences; employment history, including all personnel files; education; references; credit history and reports; criminal history, including records from any criminal justice agency in any or all federal, state or county jurisdictions; birth records; motor vehicle records, including traffic citations and registration; and any other public records. I authorize the Henderson-Vance Downtown Development Commission, Inc. to disclose the information and data, including my social security number, (filled in at the bottom of the Authorization) to others for the purpose herein so forth.

I, \_\_\_\_\_, authorize the complete release of these records or data pertaining to me which an individual, company, firm, corporation or public agency may have. I understand that I must provide my date of birth to adequately complete said screening and acknowledge that my date of birth will not affect any hiring decisions. I hereby authorize and request any present or former employer, school, police department, financial institution or other persons having personal knowledge of me to furnish Henderson-Vance Downtown Development Commission, Inc. or its designated agents with any and all information in their possession regarding me in connection with an application of employment. I am authorizing that a photocopy of this authorization be accepted with the same authority as the original.

I hereby release the Henderson-Vance Downtown Development Commission, Inc. and each responding entity and its respective agents, officials, representatives or assigned agencies, including officers, employees or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at anytime result to me, my heirs, family or associates because of compliance with this authorization and request to release. You may contact me as indicated below. I understand that a copy of this authorization may be used (in lieu of the original) to request information and shall have the same validity as the original.

I understand that, pursuant to the federal Fair Credit Reporting Act, if any adverse action is to be taken based upon the consumer report, a copy of the report and a summary of the consumer's right will be provided to me.

**Authorization  
Page 2**

**Please Print Clearly**

1. Name (Full) \_\_\_\_\_
2. Maiden Last Name \_\_\_\_\_
3. Print All Former Names Used \_\_\_\_\_,
4. Social Security Number \_\_\_\_-\_\_\_\_-\_\_\_\_\_
7. Date of Birth \_\_\_\_-\_\_\_\_-\_\_\_\_\_
8. Current Street Address \_\_\_\_\_
9. City \_\_\_\_\_, State \_\_\_\_\_ Zip \_\_\_\_\_
10. Driver's License Number \_\_\_\_\_ State Issued \_\_\_\_\_
12. Prior residence, past seven (7) years
  - i. From \_\_\_\_\_ To \_\_\_\_\_  
\_\_\_\_\_
  - ii. From \_\_\_\_\_ To \_\_\_\_\_  
\_\_\_\_\_

**By signing below, you are certifying that the above information is true and correct.**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**LIEN RECORDING APPLICATION**

**APPLICATION MUST BE FILED WITHIN 20 DAYS OF DATE OF SECURITY AGREEMENT OR LIEN DATE WILL BE PERFECTED BY THE DIVISION TO THE DATE OF RECEIPT OF APPLICATION.**

This application must be accompanied with the certificate of title unless it is in the possession of a prior lienholder. The Division, upon receipt of the application, will procure the title from the prior lienholder for the purpose of recording the new lien and will return the title to the first lienholder and notify the subsequent lienholder(s) that additional lien(s) has been noted on the certificate of title.

<b>VEHICLE SECTION</b>					TITLE #
YEAR	MAKE	BODY STYLE	SERIES MODEL	VEHICLE IDENTIFICATION NUMBER	

<b>OWNER SECTION</b>		
Owner 1 ID # _____	Full Legal Name of Owner 1 (First, Middle, Last, Suffix) or Company Name _____	
Owner 2 ID # _____	Full Legal Name of Owner 2 (First, Middle, Last, Suffix) or Company Name _____	
Residence Address (Individual) Business Address (Firm) _____		
City and State _____	Zip Code _____	Tax County _____
Mail Address (if different from above) _____		

<b>LIEN SECTION</b>			
<b>FIRST LIEN</b>		<b>SECOND LIEN</b>	
Date of Lien _____	ACCOUNT # _____	Date of Lien _____	ACCOUNT # _____
Lienholder ID# _____	Lienholder Name _____	Lienholder ID# _____	Lienholder Name _____
Address _____		Address _____	
City _____ State _____ Zip Code _____		City _____ State _____ Zip Code _____	
<b>THIRD LIEN</b>		<b>FOURTH LIEN</b>	
Date of Lien _____	ACCOUNT # _____	Date of Lien _____	ACCOUNT # _____
Lienholder ID# _____	Lienholder Name _____	Lienholder ID# _____	Lienholder Name _____
Address _____		Address _____	
City _____ State _____ Zip Code _____		City _____ State _____ Zip Code _____	

<b>DISCLOSURE SECTION</b>
All motor vehicle records maintained by the North Carolina Division of Motor Vehicles will remain closed for marketing and solicitation unless the block below is checked. <input type="checkbox"/> I (We) would like the personal information contained in this application to be available for disclosure.

**APPLICATION MUST BE SIGNED IN INK BY EACH OWNER OR AUTHORIZED REPRESENTATIVE OF FIRMS OR CORPORATIONS.**

I, the owner(s) of the vehicle described on this application, certify that the information on the application is true and accurate.

OWNER'S SIGNATURE \_\_\_\_\_

Date \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: \_\_\_\_\_ (name(s) of principal(s)).

Notary Signature \_\_\_\_\_ Notary Printed or Typed Name \_\_\_\_\_

(SEAL)

My Commission Expires \_\_\_\_\_