



**BERKELEY REVOLVING LOAN FUND (RLF)
APPLICATION**

There is a \$200 fee for each application. Fee will be credited towards loan fee and will be refunded, if not approved.

Amount of RLF Loan Request: \$ _____

I. APPLICANT INFORMATION

Applicant's Name: _____

Title: _____ Date: _____

Name of Business: _____

Ownership (Check one):

Proprietorship _____ Partnership _____ Corporation _____ Non-Profit _____

Business Address: _____

Phone: _____ SS# _____

Co-applicant: _____ Phone: _____

Address: _____

- Business New to Berkeley
OR
- Existing Berkeley Business - Date Established: _____

Business License # _____ Federal Tax I.D. # _____

Landlord: _____ Phone: _____

Landlord Address: _____

Terms of Lease: _____

II. BUSINESS INFORMATION:

Briefly describe your business, the distinct function of your product / service, your intended customers, your marketing strategy, and how the RLF loan will assist your business development. Please submit a prepared business plan with this application. If no business plan available, please provide explanation

III. PROJECT FINANCING:

A. Amount of City RLF Loan Request: \$_____ (A)

B. Applicant Equity Contribution*: \$_____ (B)

Purpose of Loan:

Source of Loan Repayment:

*Equity contribution: Value of money and other assets the Applicant invested in the business during the past 12 months or will invest in the business. Please submit evidence of all private funds (bank statements, letter of commitment and turndown letters).

IV. USE OF FUNDS:

	Amount of Loan Request (listed on line A above)	(Plus)	Applicant's Equity Contribution (listed on line "B" above)*	(Equals)	TOTAL PROJECT COST
Inventory	\$	+	\$	=	\$
Equipment & Machinery	\$	+	\$	=	\$
Leasehold Improvements	\$	+	\$	=	\$
Loan Fees (1% of total loan)	\$	+	\$	=	\$
Other	\$	+	\$	=	\$
TOTAL	\$		\$	=	\$

*Plus any additional Funds to be used for this project- including additional loans/ private funds. Sources of funds need to be documented, including denial of bank for additional funds.

V. COLLATERAL OFFERED:

Collateral	Name(s) of Owner(s)	Present Market Value
Real Estate		\$
Equipment & Machinery		\$
Inventory		\$
Other Assets		\$
TOTAL		\$

Other Collateral (Please Explain): _____

VI. OUTSTANDING DEBT: List all outstanding debts (not accounts payable). Any business loans, loans from family/friends, credit card debt, and any other debt the business has incurred. Please list EVERYTHING the business owes. If you need more room, please attach a separate sheet.

CREDITOR	Account Number		Original Amount (\$)	Maturity Date	Collateral Held
	Date of Loan	Interest Rate %	Current Balance (\$)	Monthly Payment (\$)	
1.			\$		
		%	\$	\$	
2.			\$		
		%	\$	\$	
3.			\$		
		%	\$	\$	
4.			\$		
		%	\$	\$	
5.			\$		
		%	\$	\$	
6.			\$		
		%	\$	\$	
7.			\$		
		%	\$	\$	
8.			\$		
		%	\$	\$	

VII. PUBLIC BENEFIT: As a result of the loan, will your business:

a. Create jobs? YES NO

Estimate the number of jobs the business will create in the next two years: _____

b. Retain existing jobs? YES NO

Estimate the number of jobs the business retain: _____

c. Expand a manufacturing enterprise? YES NO

d. Have a positive environmental impact? YES NO

e. Strengthen a key commercial corridor or re-use a long vacant property? YES NO

f. Provide goods/ services presently not available? YES NO

g. Substantially increase tax revenues? YES NO

Please describe the public benefits and quantify, where possible.

VIII. EMPLOYMENT

	TOTAL		WHITE		BLACK		ASIAN		HISPANIC		AM. IND.		OTHER	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Current Employees														
Management														
Professional														
Office/Clerical														
Skilled Workers														
Service / Maintenance														
Other														

New Job Creation:

Job Title and brief description	Full - Time	Part - Time	\$ / Hour	Projected Hire Date

How did you hear about the City's Loan program?

Are you familiar with the City's First Source Employment Program? YES NO

After this application is reviewed by City staff and determined to meet all appropriate lending criteria, supplemental materials and a credit check will be requested.

We appreciate your interest in the economic revitalization of Berkeley.

I hereby certify that the information provided, contained herein and attached hereto is accurate and correct to the best of my knowledge.

APPLICANT

Date

CO-APPLICANT

Date

(Print Name)

(Print Name)

Please submit the following information with your application:

- A detailed list of exactly what the requested RLF loan would be used for.
- Most recent year-end financial statement, including income and expenses and balance sheet along with this pre-application form.
- Sources of funds need to be documented, including denial of bank for additional funds.