



TEDC CreativeCapital
Progressive Lending for Promising Businesses.

Dear Prospective Borrower:

Thank you for contacting TEDC. We are a nonprofit community development financial institution offering diverse loan options to small businesses. Helping you create jobs and grow the economy is our priority.

To conduct a preliminary review of your request, we need the items listed below:

- A. TEDC Application along with, Personal Financial Statement **AND** resume for each 20% owner/guarantor
- B. For Start-up Businesses, detailed business plan with 3 years of financial projections and 1st year detailed by month
- C. Personal Federal Tax Returns of owners for 3 years for each 20% owner or guarantor
- D. Business Balance Sheet and Income Statement dated within 90 days of application
- E. Business Federal Tax Returns for last 3 years
- F. Description and cost of machinery, furniture, fixtures or other equipment to be purchased
- G. Estimate of construction cost
- H. Contract of Sale
- I. \$35 Credit Report/Application Fee for each 20% owner or guarantor

After reviewing the above documents, we will arrange a time to further discuss the loan request, the possibility of approval, and other requirements. Please feel free to call or email us with questions or concerns about the application process.

Sincerely,

Rose Washington Rentie
TEDC Executive Director

Authorization to Release Information and Loan Processing Agreement

I/We hereby authorize the release to TEDC of any information they may require at any time for any purpose related to my/our credit transaction with them. I/We further authorize TEDC to release such information to any entity they deem necessary for any purpose related to my/our credit transaction with them.

I/We hereby authorize TEDC to verify my/our past and present employment earnings records, bank accounts, stockholdings, and other asset balances that are needed to process my/our loan application. I/We further authorize TEDC to order a consumer credit report and other credit information, including past and present mortgage and landlord references. I/We understand that the information TEDC obtains will be used only to determine my/our credit worthiness in processing this application for a business loan.

I/We acknowledge that the information in this application is provided to induce TEDC to extend or to continue the extension of credit to me/us upon my/our guaranty or to others upon my/our guaranty. I/We acknowledge and understand that TEDC will rely on the information provided herein in deciding to grant/continue credit or to secure a guarantee thereof. I/We agree to notify TEDC immediately and in writing of any change in name, address, or employment and to fully disclose any material adverse change (1) in my/our financial condition or (2) in my/our ability to perform my/our obligations to TEDC or any other lender. I/We understand that these documents as well as any other additional information I/we provide is the property of TEDC.

I/We understand that as long as I/we have an outstanding obligation or guarantee with TEDC, I/we shall provide income certification reports for each employee and I/we shall supply quarterly and annually updated financial statements. I/We understand that these documents as well as any other additional information I/we provide shall be the property of TEDC.

I/We agree to submit a loan application fee of \$35 per guarantor along with the application. I/We further acknowledge and agree that TEDC will charge a processing fee equal to 1.5% of the financing and understand that I/we may be required to pay a fee deposit of up \$1,000 on government loans before TEDC begins processing my/our request. Two-thirds of the processing fee will be considered earned and may be collected by TEDC immediately upon loan approval. I/We acknowledge and agree to pay all closing costs including, but not limited to, title insurance, recording fees, surveys, abstracting and the TEDC's closing attorney fee. I/we further authorize the initiation of such title work and closing immediately when the loan request is approved. In the event that I/we fail to close the loan for any reason after approval of the loan application, I/we agree that all described fees are due and payable to TEDC at that time.

I/We hereby certify that all application information, attachments and exhibits provided herein or at a later date are valid and correct to the best of my/our knowledge.

The validity, effect and interpretation of this Agreement shall be determined by the laws of the State of Oklahoma and Tulsa County, Oklahoma shall be the forum for any disputes regarding this Agreement.

Printed Name of Applicant/Guarantor

Printed Name of Applicant/Guarantor

Signature

Date

Signature

Date



APPLICATION FOR SMALL BUSINESS LOAN

SECTION A - GENERAL INFORMATION

Business Name		Name of Principal in Charge		Business Phone:	
				Fax:	
				Cell Number:	
Business Address		City	County	Zip Code	Tax I.D. or SSN
Description of Business/Product(s)/Service(s)				E-mail Address	
Type of Business	Legal Structure	Date Established	Business Plan (for start-ups or companies reporting losses) YES NO	Have you received other government loans in the past? If yes, provide details on attached sheet. YES NO	
Bank Name		Loan Officer	Phone Number	Do you own other businesses? If yes, provide 3 years of tax returns and include employees below. YES NO	
Accounting Firm	Contact		Phone Number	NUMBER OF EMPLOYEES: Currently _____ After Loan _____	

SECTION B - PROPOSED USE OF LOAN PROCEEDS

Category	Amount	Category	Amount
Building/Land Acquisition	\$	Payoff SBA Loan(s)	\$
New Construction, Expansion or Repair	\$	Payoff Non-SBA Bank Loan(s)	\$
Acquisition and/or Repair of Machinery and Equipment	\$	Pay Other Business Debt(s)	\$
Inventory Purchase	\$	All Other	\$
Working Capital	\$	TOTAL PROJECT	\$
Acquisition of Existing Business	\$	AMOUNT YOU CAN INVEST	\$

For building purchase, new construction, expansion or repair, will you lease space to another business? **YES NO**

If **YES**, what percent of the building will you lease to others? _____ %

SECTION C – BUSINESS INDEBTEDNESS: Provide the following information on all installment debts, leases, contracts, notes and mortgages payable. Attach additional sheet if necessary.

To Whom Payable	Original Amount	Original Date	Current Balance	Interest Rate	Maturity Date	Monthly Payment	Type of Collateral	Past Due Y or N	To Be Paid Off By New Loan Y or N
	\$		\$			\$			
	\$		\$			\$			
	\$		\$			\$			
	\$		\$			\$			
	\$		\$			\$			

SECTION D – COMPANY OWNERSHIP AND MANAGEMENT: Include Proprietors, Partners, Officers, Directors, Stockholders of more than 20%. 100% of ownership must be shown. Attach additional sheet if necessary.

Name and Title	Recent Bankruptcy or Credit Problems?	Home Address, City, Zip Code	% Owned

SECTION E – COMPANY HISTORY, JUSTIFICATION FOR CHANGE IN OWNERSHIP, MAJOR CHALLENGES AND OPPORTUNITIES, COMPETITION, AND OTHER INFORMATION THAT MAY BE USEFUL TO THE LENDER. CONTINUE ON SEPARATE SHEET IF NECESSARY.