



**Downtown Revolving Loan Program - Loan Application**

**General Applicant/Project Information**

Date:
Name of Applicant Business/Organization:
Is Applicant Business/Organization a <a href="#">Certified Minority Business Enterprise</a> , <a href="#">Women's Business Enterprise</a> , <a href="#">Disadvantaged Business Enterprise</a> , or similar? If yes, please specify:
Applicant Business/Organization Mailing Address:
City:
State:
ZIP:
Website (if applicable):
Project Address:
Do you own or lease this space? (Please indicate) Own:      Lease*:
*If applicant is not the owner of the building, applicant is required to attach a letter, signed and dated, from the property owner expressing approval of the project application as proposed by the applicant.
Project Parcel Number(s):
Primary Contact Name*:
*Personal financial statements and tax returns are required for those with 20% or greater ownership interest. The City of Janesville and/or its agents reserve the right to obtain credit information on any business or individual in connection with this application.
Title:
Contact Address:
Contact Phone:
Contact E-mail:

**Management Information** (owner(s), officer(s), director(s), & shareholder(s) who hold 20% or more ownership share in company)\*

Name	Title	% Ownership

\*Personal financial statements and tax returns are required for those with 20% or greater ownership interest. The City of Janesville and/or its agents reserve the right to obtain credit information on any business or individual in connection with this application.

**Anticipated Sources and Uses of All Project Funds**

Sources include the loan you are requesting from the City plus any other financing that will go into the project, including but not limited to bank financing and owner cash. Uses can be generalized (i.e., roof replacement, tuck pointing, apartment renovation, etc.) but should include all proposed improvements including those that are above and beyond eligible activities for City funding. The total sources **must** equal the total uses.

Source(s)	Amount		Use(s)	Amount
<b>City Loan</b>				
<b>Bank Financing</b> Lender name:				
<b>Owner(s) Cash</b> Owner name(s):				
<b>Other:</b> (Please specify)				
<b>Total:</b>		=	<b>Total:</b>	

**Supplemental Materials**

**THE FOLLOWING EXHIBITS MUST BE COMPLETED WHERE APPLICABLE AND PROVIDED AS SUPPLEMENTS TO YOUR APPLICATION.** The City of Janesville reserves the right to request additional information.

- Personal Financial Statement for all principal business owners/investors (see attached)
- Income Statement for all principal business owners/investors
- Debt Schedule (see attached)
- Two (2) years of tax returns

- Scale drawing of proposed interior and exterior building changes, construction schedule, and cost estimates. Proposed façade renovations should include proposed materials list & color samples, and any proposed brick cleaning methods.
- Copies of leases, purchase options or agreements, or other financial agreements related to the subject property.
- Verification that none of the following conditions exists against the business or principals: outstanding judgments, state or federal tax lien, past due real estate taxes, past due property assessments.
- Application fee is \$75. Checks to be made out to City of Janesville or may be deducted from total loan amount.

Additional information may be required upon further review. All applicants requesting more than \$5,000 in financing through Janesville’s Downtown Revolving Loan Fund are **REQUIRED** to provide verification that the applicant has sought conventional financing (i.e., a bank loan or line of credit) for the proposed project.

**Supplemental Questions**

	<b>YES</b>	<b>NO</b>
<b>Has the company, any officer, subsidiary or affiliate of your company been involved in any bankruptcy or insolvency proceedings in the last 36 months?</b>		
<i>If yes, please provide the details as a separate exhibit.</i>		
<b>Has the company, any officer, subsidiary or affiliate of your company been involved in any lawsuits in the last 36 months?</b>		
<i>If yes, please provide the details as a separate exhibit.</i>		
<b>Does the company, owner(s), or member of Management Team have a controlling interest in other businesses?</b>		
<i>If yes, please provide their names and relationship with your company along with a current balance sheet and income statement for each as a separate exhibit.</i>		
<b>Are any of the individuals listed under “Management” on parole or probation?</b>		
<i>If yes, please provide the details as a separate exhibit.</i>		
<b>Have any of the individuals listed under “Management” ever been convicted of a crime?</b>		
<i>If yes, please provide the details as a separate exhibit.</i>		

**BY SIGNING ON PAGE 4 OF THIS DOCUMENT, THE APPLICANT(S)**

- Certifies that to the best of his/her knowledge and belief, the information being submitted to the City of Janesville is true and correct;

- Certifies that the applicant and proposed project is and will remain in compliance with all laws, regulations, ordinances, and orders of public authorities applicable to them;
- Certifies that he/she is not in default under the terms and conditions of any grant or loan agreement(s), lease(s), or financing arrangement(s) with other creditors
- Certifies that the City of Janesville is authorized to obtain a credit check on any principal or business associated with this application for the purposes of determining credit worthiness;
- Agrees to reimburse the City of Janesville for any reasonable expenses made in connection with this loan request, including, but not limited to, title work, legal fees, appraisals, recording/filing fees, etc;
- Certifies that the applicant has disclosed and will continue to disclose any occurrence or event that could have an adverse material impact on the project. Adverse material impact includes but is not limited to lawsuits, criminal or civil actions, bankruptcy proceedings, regulatory intervention or inadequate capital to complete the project;
- Understands that unless it qualifies as a trade secret, all information submitted to the City of Janesville is subject to Wisconsin’s Open Records Law;
- Understands that approved interior and exterior changes to buildings must be substantially started within 90 days of closing date, and must be completed within 12 months of closing date; and
- Understands that any deviation or disregard for approved project design will result in a stop being placed on the loan.

**In the event credit is extended, the applicant agrees to enroll in the City of Janesville’s direct payment program, authorizing loan payments to be electronically debited.**

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Signature	Title
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Print Name	Date	Social Security #
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**The Revolving Loan Review Committee meets on the 1<sup>st</sup> Thursday of each month, and will review completed applications within 30 days of submittal. Please submit completed application to:**

Gale Price, Economic Development Director  
 City of Janesville  
 18 N. Jackson St., Janesville, WI 53547  
[priceg@ci.janesville.wi.us](mailto:priceg@ci.janesville.wi.us)  
 (608) 755-3059

**INDIVIDUAL FINANCIAL STATEMENT**  
**IMPORTANT: Date and sign statement**

Date of Financial Statement \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

To \_\_\_\_\_ ("Lender")

For the purpose of obtaining credit from Lender and any future credit granted by Lender or to support the extension of credit already given, I make the following statement to my Lender of my financial condition on \_\_\_\_\_ This statement is Lender's property.

For Wisconsin residents only: I am  married  unmarried  legally separated

Name of Spouse \_\_\_\_\_ Address \_\_\_\_\_

**NOTICE TO MARRIED APPLICANTS:** No provision of any marital property agreement, unilateral statement under § 766.59 Wis. Stats., or court decree under § 766.70, Wis. Stats., adversely affects the interest of the creditor unless the creditor, prior to the time the credit is granted or an open-ec credit plan is entered into, is furnished a copy of the agreement, statement or decree or has actual knowledge of the adverse provision.

**INSTRUCTIONS FOR INFORMATION TO BE SUPPLIED BELOW:**

If married applicants are applying for joint credit, include all assets and all liabilities of both spouses. Both spouses must sign this statement. If a married applicant is applying for separate credit or for joint credit with someone other than his or her spouse, include all marital property and all individual property of the applicant spouse but do not include individual property of the other spouse. Only the applicant must sign this statement.

For purposes of this statement:

Marital property means assets acquired with my or my spouse's income on or after 1-1-8; and

Individual property means property owned (whether in joint or sole name) by me prior to marriage, prior to establishing residence in Wisconsin, or prior to 1-1-86, however acquired, and property acquired by me by gift or inheritance at any time.

**COMPLETE ALL BLANKS, WRITING "NO" OR "NONE WHERE NECESSARY**

ASSETS		LIABILITIES OF APPLICANT AND SPOUSE	
Cash on Hand and in Financial institutions (Schedule A)	\$	Notes Payable - Lenders/Secured (Schedule E)	\$
Gov't and Listed Securities (Schedule B)		Notes Payable - Lenders/Unsecured (Schedule E)	
Unlisted Securities (Schedule B)		Notes Payable Others (Schedule E)	
Notes and Loans Receivable (Schedule F)		Life Insurance Loans (Schedule C)	
Homestead and Real Estate Owned (Schedule D)		Due to Brokers	
Automobiles		Accounts Payable	
Other Personal Property		Unpaid Income Taxes	
Cash Value Life Insurance (Schedule C)		Real Estate Mortgage Payable (Schedule D)	
Securities Held by Brokers in Margin Accts		Real Estate Taxes	
Equity in Partnership		Credit Cards	
Equity in Proprietorship		Other Debts (Itemize Below)	
Vested Pension Benefits or Profit Sharing			
Other Assets: (Itemize Below)			
		Total Liabilities	
		Assets less liabilities = Net Worth	
<b>TOTAL ASSETS</b>		<b>TOTAL LIABILITIES and NET WORTH</b>	
SOURCES OF INCOME FOR YEAR ENDED		CONTINGENT LIABILITIES OF APPLICANT AND SPOUSE	
Salaries & Bonuses*	\$	As Endorser, Co-Maker, or Guarantor	\$
	\$	On Lease or Contracts	\$
Commissions	\$	Legal Claims	\$
Dividends & Interest	\$	Other (describe)	\$
Real Estate	\$		
Other**	\$		

\*For Married Wisconsin residents, name each spouse and include the income of each spouse.

\*\*Income from Alimony, Child Support or Separate Maintenance income need not be revealed if you do not wish the Lender to consider this income in determining your creditworthiness.

**PERSONAL INFORMATION**

Home Telephone \_\_\_\_\_ Social Security No. \_\_\_\_\_

Employer(s) of Applicant(s) \_\_\_\_\_

Are any assets pledged or restricted other than indicated on the following schedules? If so, describe. \_\_\_\_\_

Are you a defendant in any legal actions or suits? If so, describe. \_\_\_\_\_

Are you a partner or officer in any other venture? If so, describe. \_\_\_\_\_

Do you have a will?  Yes  No If so, name of Personal Representative. \_\_\_\_\_

Have you ever been declared Bankrupt? If so, describe. \_\_\_\_\_

Date of Birth \_\_\_\_\_ Driver's License No. and State \_\_\_\_\_

**COMPLETE SCHEDULES AND SIGN ON REVERSE**

**Schedule A - Cash, Checking Accounts, Savings Accounts, & Certificates of Deposit**

Type	Name of Financial Institution	Amount	In Name Of:	PLEGGED YES NO	
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

**Schedule B - U.S. Government, Listed & Unlisted Securities (List on separate sheet if necessary)**

No. of Shares or Face Value (Of Bonds)	Description*	Owner	Market Value	PLEGGED YES NO	
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

\*Indicates if Securities are Restricted By Contract or SEC Regulations.

**Schedule C - Life Insurance Carried, Include Group**

Face Amount	Name of Company	Owner	Beneficiary	CASH SURRENDER Value	Loans

**Schedule D - Real Estate Owned**

Address & Type of Property	Date Acquired	Owner	Cost	Mkt. Value	MORTGAGE Amount Monthly \$ Maturity	Insurance

**Schedule E - Names of Banks or Other Lenders Where Credit Has Been Obtained**

Name & Address of Lender	Borrower	Date Made	Monthly Payment	Due	High Credit	Current Balance	Sec. or Unsec.

**Schedule F - notes and Loans Receivable**

Unpaid Amount	Name of Maker	Date Made	Security Pledged

NOTICE: We may report information about your account to credit bureaus. Late payments, missed payments, or other defaults on your account may be reflected in your credit report.

I certify that this financial statement is true and complete. I authorize Lender or its agents to verify the information obtained in this statement and to obtain additional information concerning my financial condition, including, without limitation, consumer credit reports, although Lender may rely on this financial statement without any further verification. I authorize Lender to furnish such information and any other credit experiences with me to others and to answer any questions about my credit experience and other financial relationships with Lender. I agree to notify lender, in writing, of any change that materially affects the accuracy of this statement. Lender may share information bearing on my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living with its affiliates unless I direct Lender at the address above that such information if unrelated to my transactions or experiences with Lender may not be shared by Lender with its affiliates.

It may be a federal crime punishable by a fine of not more than \$5,000 or imprisonment for not more than two years or both to knowingly make false statements concerning any of the above information, under provisions of Title 18, United states Code, Section 1014.

\_\_\_\_\_  
(Date Signed)

X \_\_\_\_\_  
Applicant Signature

X \_\_\_\_\_  
Co-Applicant Spouse Signature (joint credit only)

For married Wisconsin resident. I understand Lender may be required by law to give notice of any credit transaction to my spouse. The credit applied for, if granted, will be incurred in the interest of my marriage or family.

X \_\_\_\_\_  
Applicant Signature

## DEBT SCHEDULE

**PLEASE LIST ALL EXISTING BUSINESS DEBTS**

Name of Operating Company: \_\_\_\_\_

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

Creditor Name	Original Amount	Original Date	Present Balance	Interest Rate	Maturity Date	Monthly Payments	Security	Current or Delinquent
Total Present Balance**			\$	Total Monthly Payment		\$		

\*Should be the same date as current financial statement.  
 \*\*Total must agree with balance shown on current financial statement.

