

Topeka/Shawnee County First Opportunity Fund, LLC
Pre-Application Information Form



First Name	Last Name	Title		
Address	City	State	ZIP	County
Email Address	Phone	Cell Phone		

Race (Please Mark All the Apply)	Ethnicity
Native American or Alaskan Native	Hispanic Origin
Asian	Not of Hispanic Origin
Black or African American	
Pacific Islander	
White	

Business Name	Number of Years in Business			
Address	City	State	ZIP	County

Business Category	Product or Service	Select Size of Loan/Line of Credit
Manufacturing		\$5,000 _____
Information/Technology		\$5,001 to \$10,000 _____
Finance/Insurance		\$10,001 to \$15,000 _____
Construction/Natural Resources		\$15,001 to \$30,000 _____
Trade/Warehouse/Transportation		\$30,001 to \$50,000 _____
Real Estate Service		Over \$50,000 with approval by loan committee
Leisure/Hospitality		Number of Employees
Communications		
Other		

	Yes	No
Is your business able to get a loan from a financial institution?		
Have you been in business at least two years?		
Have you ever declared bankruptcy?		
Does your small business reside in a low income area in Topeka/Shawnee County?*		
Will you hire low income employees?*		
Is the business owned by a low-income individual?*		
Does your business reside in rural Shawnee County?		

**Please see the next page for the definition of low income.*

Printed Name	Signature	Date
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Low Income Target Population (LITP):

Low income is defined as having an annual income, adjusted for family size, of not more than 80% of the area median family income for metropolitan areas. Only 60%-75% of all Topeka/Shawnee County First Opportunity Fund financing and/or loans are required to benefit the selected target market.

Shawnee County, Kansas
Family Annual Income Limits for City of Topeka

FYI 2014 Income Limit Area	Median Income	FY 2014 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Shawnee County	\$65,400	Extremely Low (30%) Income Limits	\$13,700	\$15,650	\$17,600	\$19,550	\$21,150	\$22,700	\$24,250	\$25,850
		Very Low (50%) Income Limits	\$22,850	\$26,100	\$29,350	\$32,600	\$35,250	\$37,850	\$40,450	\$43,050
		Low Income (80%) Limits	\$36,850	\$41,750	\$46,950	\$52,150	\$56,350	\$60,500	\$64,700	\$68,850

Topeka/Shawnee County First Opportunity Fund, LLC

Loan Application Checklist

All items are required to complete the loan application.



Business Name		Nature of Business			
Business Address		City	State	ZIP	County
Tax ID	Business Telephone	Business Fax		Legal Structure	
Business Website		Business E-mail			
Applicant/Guarantor		Title	Applicant E-mail		
Applicant Address		City	State	ZIP	Applicant Telephone

- ✓ **Pre-Application Information Sheet:** One page document.
- ✓ **Application Checklist:** This document.
- ✓ **HCCI Office Visit:** This action offers financial counsel as well as obtaining your credit score to submit to our T/SCFOF loan officer.
- ✓ **Summary of Financing Needs:** How much money do you need? How will borrowed money be used? Please list purpose(s) and corresponding dollar amount(s).
- ✓ **Business Financial Statements:** If you are an existing business, provide balance sheets and income statements for the last three years. Additionally, provide the most current interim statements, signed and dated.
- ✓ **Business Tax Returns:** If available, provide full returns (with schedules) for the last three years for new businesses.
- ✓ **Business Plan:** Please submit a complete business plan. This plan should include, at a minimum, the information requested on our Business Plan Outline sheet.
- ✓ **Projected Cash Flow Statement:** Provide a month by month projection for the next twelve months. Provide a complete description of any key assumptions that influence financial projections, including any cash contributions to the project besides T/SCFOF's.
- ✓ **Collateral:** Describe the collateral available to secure the loan, including dollar values and how valuations were determined. Both business and personal assets can be used to secure the loan.
- ✓ **Personal Tax Returns:** Last 3 years for all owners (full returns with schedules).
- ✓ **Personal Financial Statements:** Owners (and guarantors, if applicable) must complete and sign.
- ✓ **Resumes:** Or description of management experience and expertise: For owners and for any key persons responsible for business operations.
- ✓ **Existing Contracts and/or Agreements:** Send copies of signed contracts and/or agreements if applicable.

Please send all information to the following address or email gwashingtongotopeka.com.

Topeka/Shawnee County First Opportunity Fund, L.L.C.
 Glenda Washington
 719 S. Kansas Ave, Suite 100
 Topeka, KS 66603
 Phone: 785.246.6205
Glenda.Washington@topekapartnership.com



Topeka/Shawnee County First Opportunity Fund, L.L.C.
Small Business Loan Application

Individual		Home Address			
Name of Business					Tax ID or SSN
Street Address of Business					Tel. No.()
					Fax No.()
City	County	State	Zip	Number of employees (including subsidiaries and affiliates)	
Type of Business		Date Business Established			At time of Application
Legal Structure					If Loan is Approved
<input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship					
Bank of Business Account & Address					Subsidiaries or Affiliates (Separate from Above)

Use of Proceeds:	Loan Requested		Loan Request
New Construction/Expansion Repair		Acquisition of Franchise	
Acquisition and/or Repair of Machinery and Equipment			
Inventory Purchase		All Other	
Working Capital (including Accounts Payable)		Total Loan Requested	
Acquisition of Existing Business		Term of Loan - (requested Maturity)	___ Yrs.

Business Indebtedness: Furnish the following information on all installment debts, contracts, notes and mortgages payable. Indicate by an asterisk (*) items to be paid by loan proceeds and reason for paying same (present balance should agree with the latest balance sheet submitted)

To Whom Payable	Original Amount	Original Date	Present Balance	Rate of Interest	Maturity Date	Monthly Payment	Security
Acct#:							
	\$		\$			\$	
	\$		\$			\$	
	\$		\$			\$	
	\$		\$			\$	

Management: (Proprietor, partners, officers, directors all holders of outstanding stock 100% of ownership must be shown) Use separate sheet if necessary.

Name and Social Security Number and Position Title	Complete Address	% Owned	US Citizen	*Race	*Sex

*This data is collected for statistical purpose only. It has no bearing on the credit decision to approve or decline this application.

The following exhibits must be completed where applicable. All questions answered are made a part of the application. All exhibits must be signed and dated by person signing this form

<p>1. Suppliers Provide a list of major suppliers including name, address, contact person, total credit line, phone and fax numbers. <u>Real Estate, Machinery & Equipment or Business Acquisition Only</u></p> <hr/> <p>2. Are you buying machinery or equipment with your loan money? If so, you must include a list of equipment and cost as quoted by the seller and his name and address.</p> <p>3. Submit Agreement of Sale for real estate and business acquisitions. <u>Construction Loans Only</u></p> <hr/> <p>4. Submit an estimated cost of the project and statement of the source of additional funds.</p> <hr/> <p>5. Provide copies of preliminary construction plans and specifications prepared by a qualified, independent third party (general contractor or architect).</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Please complete the following	
<p>6. Are you or your business involved in any pending lawsuits? If yes, explain.</p> <hr/> <p>7. Have you or an office of your company been involved in bankruptcy or insolvency proceedings? If so, please provide the details.</p> <hr/>	<hr/> <hr/>

Please submit this application with the additional information requested.

I/We authorize T/SCFOF, L.L.C. to investigate my/our personal and business financial history as necessary to process a loan application. The undersigned authorize any person or consumer reporting agency to give T/SCFOF, L.L.C. any information it may have on the undersigned. Each of the undersigned authorizes you to answer questions about your credit experience with the undersigned. THE UNDERSIGNED, IN applying for financial assistance from T/SCFOF, L. L. C., recognizes that prior to receiving any financial assistance he or she will agree to comply with all federal, state and local laws and regulations to the extent that such are applicable.

 Name of Business:

 Signature/Title:

 Date:

 Signature/Title:

EQUAL CREDIT OPPORTUNITY ACT

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis on race, color, religion, national origin, sex, marital status, age (provided that the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal agency that administers compliance with this law concerning this creditor is the Federal Trade Commission, Equal Credit Opportunity, Room 500, 633 Indiana Avenue, N.W., Washington, DC 20580.