Topeka/Shawnee County First Opportunity Fund, LLC

Pre-Application Information Form

Printed Name



Date

| First Name | La | ast Name | | Т | itle | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|---------------------------------------------------|-----------------------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Address | City | | State | ZIP | County | |
| Email Address | | Phone | ; | | Cell Phone | |
| Race (Please Mark All the Native American or Alaska Asian Black or African American Pacific Islander White | | Ethnicity Hispanic O Not of Hisp | rigin panic Origin | | | |
| Business Name | | | | | Number of Years in | Business |
| Address | City | | State | ZIP | County | |
| Business Category Manufacturing Information/Technology Finance/Insurance Construction/Natural Reso Trade/Warehouse/Transpo Real Estate Service Leisure/Hospitality Communications Other | ources | roduct or Serv | rice | | elect Size of Loan/Lin \$5,000 \$5,001 to \$10,000 \$10,001 to \$15,000 \$15,001 to \$30,000 \$30,001 to \$50,000 S0,000 with approval by lo | an committee |
| Is your business able to get Have you been in business Have you ever declared by Does your small business Will you hire low income of the business owned by Does your business reside *Please see the next page for the def | ss at least to eankruptcy? reside in a employees? a low-incore in rural Sh | wo years? low income a me individual nawnee Coun | rea in Tope ?* | | Yes ee County?* | No |

Signature

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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 |
|-------------------------------------|------------------|-----------------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| | | Extremely Low (30%) Income Limits | \$13,700 | \$15,650 | \$17,600 | \$19,550 | \$21,150 | \$22,700 | \$24,250 | \$25,850 |
| Shawnee County | \$65,400 | Very Low (50%) Income Limits | \$22,850 | \$26,100 | \$29,350 | \$32,600 | \$35,250 | \$37,850 | \$40,450 | Person |
| | | 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.
- ✓ <u>HCCIOffice Visit</u>: This action offers financial counsel as well as obtaining your credit score to submit to our T/SCFOF loan officer.
- ✓ <u>Summary of Financing Needs</u>: How much money do you need? How will borrowed money be used? Please list purpose(s) and corresponding dollar amount(s).
- ✓ <u>Business Financial Statements</u>: 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.
- ✓ <u>Business Plan</u>: Please submit a complete business plan. This plan should include, at a minimum, the information requested on our Business Plan Outline sheet.
- ✓ <u>Projected Cash Flow Statement</u>: 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.
- ✓ <u>Collateral:</u> 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.
- ✓ <u>Resumes</u>: 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 Israel.Sanchez@TopekaPartnership.com. Topeka/Shawnee County First Opportunity Fund, L.L.C.

Israel Sanchez 719 S Kansas Ave, Ste 100 Topeka, KS 66603 Phone: 785.215.8213



| <u> </u> | ness Loan A | | • |)pp | ortu | riity | runa, I | L.L.C. | | | | |
|----------------------------------------------------|-------------------------------------------|-----------------------------|-------------------------------------|-----------------------------------|-----------------------|---------------------|----------------------------------|--------------------------------|----------------------------|-------------------------------|------------------------------------------------------------------------|--|
| Individual | | | Home Address | | | | | | | | | |
| Name of Busines | ss | | | | | | | | T | Tax II | O or SSN | |
| Street Address of | of Business | | | | | | | | _ | el. No.() | | |
| City | | Cou | County State | | | Zip | Zip | | | | Fax No.() Number of employees (including subsidiaries and affiliates | |
| | | | | | | | | | substitutines and anniates | | | |
| Type of Busines | s | | Date Business Established | | | | | At | At time of Application | | | |
| Legal Structure | • Cc | orporation | • • | Partner | ship | | • Sole Pro | prietorship | lf ! | Loan is Appr | oved | |
| Bank of Busines | s Account & Addre | • | | | <u> </u> | | | | | ubsidiaries o eparate from | | |
| Use of | Proceeds: | L | oan Request | ited | | | | | | Loan Request | | |
| New Construction | n/Expansion Repair | r | Acquis | | | | f Franchise | | | | | |
| Acquisition and/o | r Repair of Machin | ery | | | | | | | | | | |
| Inventory Purcha | se | | All Other | | | ner | er e | | | | | |
| Working Capital (Payable) | including Accounts | s | Total Loan Requested | | | | | | | | | |
| Acquisition of Existing Business | | | Term of Loan - (requested Maturity) | | | | | | | Yrs. | | |
| Business Indebte asterisk (*) items | edness: Furnish the to be paid by loan | e following i proceeds a | nformation on a nd reason for p | all insta aying s | allment o same (pr | debts, c esent b | contracts, note alance should | s and mortgag agree with th | ges payab e latest ba | le. Indica lance she | te by an eet submitted) | |
| To Whom Payable | Original Date | | | Rate of Maturity Interest Date | | • | Monthly Payment | | Security | | | |
| Acct#: | | | | | | | | | | | | |
| | \$ \$ | | | | | | | | | | | |
| | \$ | | \$ | | | | | \$ | | | | |
| \$ \$ | | | | | | | \$ | | | | | |
| | \$ | | \$ | | | | | \$ | | | | |
| <u>Management:</u> (I separate sheet | Proprietor, partno if necessary. | ers, officer | s, directors al | ll hold | ers of o | utstan | iding stock <u>1</u> | 00% of owne | ership mu | ıst be sh | own) Use | |
| Name and Social Security Number and Position Title | | | Complete Address | | | | % Owned US Citiz | | | *Race | *Sex | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| *This data | a is collected for st | atistical pur | pose only. It ha | as no h | earing o | on the c | redit decision | to approve or | decline th | is applica | ation. | |

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oko/Cho

| | following exhibits must be completed where applicable. All questions answered are made a part of the application. All exhibits musigned and dated by person signing this form |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Suppliers Provide a list of major suppliers including name, address, contact person, total credit line, phone and fax numbers. |
| Rea | Estate, Machinery & Equipment or Business Acquisition Only |
| 2. 3. | 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. Submit Agreement of Sale for real estate and business acquisitions. |
| | struction Loans Only |
| 4. | Submit an estimated cost of the project and statement of the source of additional funds. |
| 5. | Provide copies of preliminary construction plans and specifications prepared by a qualified, independent third party (general contractor or architect). |
| Ple | ase complete the following |
| 6. | Are you or your business involved in any pending lawsuits? If yes, explain. |
| 7. | Have you or an office of your company been involved in bankruptcy or insolvency proceedings? If so, please provide the details. |
| | |
| | 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 |

EQUAL CREDIT OPPORTUNITY ACT

Signature/Title:

Signature/Title:

applicable.

Date:

Name of Business:

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.