

**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 [Israel.Sanchez@TopekaPartnership.com](mailto: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



**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.

