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
	\$65,400	Extremely Low (30%) Income Limits	\$13,700	\$15,650	\$17,600	\$19,550	\$21,150	\$22,700	\$24,250	\$25,850
Shawnee County		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				

- ✓ <u>Pre-Application Information Sheet</u>: 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	ounty State Zi			Zip			N	Fax No.() Number of employees (including subsidiaries and affiliates		
									ubsidiaries a	nu annates		
Type of Busines		Date Business Established					At	At time of Application				
Legal Structure	• Cc	orporation	• •	Partner	ship		• Sole Pro	prietorship	lf I	Loan is Appr	oved	
Bank of Busines	s Account & Addre	•			<u> </u>					ubsidiaries o eparate from		
Use of	Proceeds:	L	oan Request	sted						Loan	Request	
New Construction	n/Expansion Repair	r	Acquis				tion of Franchise					
Acquisition and/o	r Repair of Machin	ery										
Inventory Purcha	se		All Other			ner	er .					
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, partnoif 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 U: 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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	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.