

Borrower Name:

**This information is needed in order to process your loan request.
Additional information may be requested.**

COMPLETE THIS CHECKLIST BY CHECKING THE "YES" BOX IF YOU HAVE SUBMITTED THE INFORMATION OR THE "N/A" BOX IF IT IS NOT APPLICABLE TO YOUR PROJECT. HAVE YOU SUBMITTED:

INDIVIDUAL INFORMATION

YES N/A

- | | | | |
|--------------------------|--------------------------|----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | URA FORM #2 – Owner Information (page 4) to describe the ownership of your company. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. | URA FORM #3 – Personal Financial Statement (pages 5-8) for each owner with twenty percent (20%) or greater ownership or any co-signers and/or guarantors for the requested loan, if applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. | Most recent three (3) years personal Federal Income Tax returns [1040] for each owner with twenty percent (20%) or greater ownership. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. | Resumes for individuals listed on URA Form #1 as well as key management personnel. |

BUSINESS INFORMATION

YES

- | | | |
|--------------------------|-----|---|
| <input type="checkbox"/> | 1. | A complete URA FORM #1 – General Information (Page 3) to describe the project. |
| <input type="checkbox"/> | 2. | A copy your company's organizational documents (i.e. Articles of Incorporation, By-Laws, Partnership Agreement, Fictitious Name Documents, etc.) |
| <input type="checkbox"/> | 3. | Certificate of good standing from the Commonwealth of Pennsylvania for your business. |
| <input type="checkbox"/> | 4. | A business plan. |
| <input type="checkbox"/> | 5. | Balance Sheets for the last three (3) years. |
| <input type="checkbox"/> | 6. | Income Statements for the last three (3) years. |
| <input type="checkbox"/> | 7. | Cash Flow Statements for the last three (3) years. |
| <input type="checkbox"/> | 8. | Federal Income Tax returns prepared for the business for the last three (3) years. |
| <input type="checkbox"/> | 9. | Projected Balance Sheets, Income Statements and Cash Flow Statements for three (3) years (first year on a month-by-month basis for new businesses). |
| <input type="checkbox"/> | 10. | Most recent interim year-end Balance Sheet, Income Statement and Cash Flow Statement for your business. |
| <input type="checkbox"/> | 11. | A copy of your lease agreement or a proposed lease agreement (tenant leases for real estate projects). Prior to closing, a fully executed lease agreement and landlord's waiver will be required. |

YES N/A

- 12. Copies of all lender commitment letters detailing the terms and conditions of such.
- 13. **URA FORM #4 – Job Creation** to describe the jobs that will be created by this project.
- 14. **URA FORM #5 – CDC Loan Packaging Assistance Verification Form** to verify if a Community Development Corporation assisted you with your application process.
- 15. **URA FORM #6 – Requirements, Certifications and Disclosures** with your signature(s).
- 16. \$250.00 Application fee as required. (see URA FORM #6)
- 17. Aging of Accounts Receivable & Payable dated within 90 days of filing for application.
- 18. List containing the original date and amount, present balance owed, interest rate, monthly payment, maturity and security for each outstanding loan or debt of your business. Please indicate whether the loan(s) is(are) current or delinquent.
- 19. List of vendor/supplier cost estimates (including installation) of machinery, equipment, furniture or fixtures to be purchased with the loan.
- 20. An appraisal and a copy of the property sales agreement if your project includes the acquisition of land or building(s).
- 21. List of construction project costs including dated contractor's estimates if your project involves building renovation or new construction.
- 22. Details if you, other stockholders or partners ever defaulted on loan obligations or been involved in bankruptcy proceedings.
- 23. Details if your present company(ies) or any of your past business enterprises ever defaulted on loan obligations or filed for bankruptcy.
- 24. Details if you or your business is involved in any pending lawsuits or lawsuits.
- 25. Names of your company's affiliates or subsidiaries and their relationship with your company along with a current balance sheets, operating statements and addresses for each.
- 26. Details if you buy from, sell to, or use the services of any concern in which someone in your company has a significant financial interest.
- 27. A copy of the franchise agreement if your business is a franchise.
- 28. Minority/Women Business Enterprise Plan (for projects over \$250,000).



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LOAN APPLICATION

Form #1 - General Information

URA ID#:
(for URA use only)

BORROWER INFORMATION:

Borrower Name:	
Type of Borrower:	<input type="checkbox"/> Individual <input type="checkbox"/> Business
Check also if: <input type="checkbox"/> Fictitious Name	
Borrower Address:	
Contact Name:	Title:
Phone:	Fax:
E-Mail Address:	
Web Address:	
Federal Tax ID#:	City Tax ID#:
Description of Business:	
Industry: <input type="checkbox"/> Industrial <input type="checkbox"/> Wholesale <input type="checkbox"/> Retail <input type="checkbox"/> Service <input type="checkbox"/> Other _____	
Minority Owned: <input type="checkbox"/> Yes <input type="checkbox"/> Certified <input type="checkbox"/> No	Woman Owned: <input type="checkbox"/> Yes <input type="checkbox"/> Certified <input type="checkbox"/> No
Legal Entity: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> S Corporation <input type="checkbox"/> C Corporation <input type="checkbox"/> Limited Liability Corp. <input type="checkbox"/> Partnership <input type="checkbox"/> Other _____	Employee Information: # of Current: _____ # to be Created: _____ (within 3 years)

PROJECT DESCRIPTION:

Reason for Loan:

PROJECT (PROPERTY) INFORMATION:

Project Address:	
Property Owner:	
Neighborhood:	
Is Property owned or leased:	If leased, monthly rent: \$



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LOAN APPLICATION

Form #1 - General Information

PROJECT SUMMARY:

<u>Use of Funds</u>	<u>Amount</u>
<u>Purchase of Land</u>	
<u>Purchase of Building</u>	
<u>Renovation/Expansion of Building</u>	
<u>Construction of New Building</u>	
<u>Soft Costs</u>	
<u>Purchase of Equipment</u>	
<u>Purchase of Furniture and Fixtures</u>	
<u>Working Capital</u>	
<u>Other</u>	
TOTAL PROJECT COSTS	

PROPOSED SOURCES OF FUNDS: (Non URA)

1. Bank

<u>Name of Financial Institution:</u>	
<u>Loan Amount:</u>	
<u>Term:</u>	<u>Interest Rate:</u>
<u>Contact Person:</u>	<u>Phone Number:</u>
<u>Collateral:</u>	

2. Other

<u>Name of Lender:</u>	
<u>Loan Amount:</u>	
<u>Term:</u>	<u>Interest Rate:</u>
<u>Contact Person:</u>	<u>Phone Number:</u>
<u>Collateral:</u>	

3. Private Equity (Note: Borrower must provide evidence of equity investment at a minimum of 10% of the Total Project Costs.)

<u>Source of Equity:</u>
<u>Equity Amount:</u>



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LOAN APPLICATION

Form #2 - Owner Information

Borrower Name:

OWNER INFORMATION: (List names of all owners having 20% or greater interest)

Name:	Title:
Address:	
Percent of Ownership:	Annual Compensation:

Name:	Title:
Address:	
Percent of Ownership:	Annual Compensation:

Name:	Title:
Address:	
Percent of Ownership:	Annual Compensation:

Name:	Title:
Address:	
Percent of Ownership:	Annual Compensation:

Name:	Title:
Address:	
Percent of Ownership:	Annual Compensation:

NOTE: All Owners listed above must fill out **URA FORM #3 – Personal Financial Statement.**



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LOAN APPLICATION

Form#3 - Personal Financial Statement

Borrower Name:

AS OF _____, 20__.

This form should be completed for all individuals with 20% or more ownership interest in the borrowing entity.

Section 1 – Individual Information (type or print)		Section 2 – Other Party Information (type or print)	
Name		Name	
Address		Address	
City, State, & Zip		City, State, & Zip	
Position or Occupation		Position or Occupation	
Business Name		Business Name	
Business Address		Business Address	
City, State, & Zip		City, State, & Zip	
Length of Employment		Length of Employment	
Res. Phone	Bus. Phone	Res. Phone	Bus. Phone

Section 3 – Statement of Financial Condition as of _____ 20__			
Assets (Do not include assets of doubtful value)	In dollars (omit cents)	Liabilities	In dollars (omit cents)
Cash On Hand And In Banks		Notes Payable To Banks-See Schedule E	
Cash Savings In Banks		Notes Payable To Other Institutions-See Schedule E	
Stocks and Bonds - See Schedule A		Amounts Payable To Others	
Business Ventures - See Schedule B		Accounts And Bills Due	
Real Estate Owned-See Schedule C		Unpaid Income Tax	
Accounts, Loans, And Notes Receivable		Other Unpaid Taxes And Interest	
Automobiles		Real Estate Mortgages Payable-See Schedules C & E	
Other Personal Property		Other Debts (Car Payments, Credit Cards, Etc.)-Itemize	
Cash Surrender Value-Life Insurance-See Schedule D			
		Total Liabilities	
		Net Worth	
Total Assets		Total Liabilities and Net Worth	

Section 4 – Annual Income For Year Ended _____ 20__		Annual Expenditures		Contingent Liabilities		Estimated Amounts
Salary, Bonuses & Commissions		Mortgage/Rental Payments		Do You Have Any... Yes No		
Dividends & Interest		Real Estate Taxes & Assessments		Contingent Liabilities (as endorser, co-maker or guarantor?...on leases? On contracts?)	<input type="checkbox"/> <input type="checkbox"/>	
Real Estate Income		Taxes-Federal, State, & Local		Involvement In Pending Legal Actions?	<input type="checkbox"/> <input type="checkbox"/>	
Other Income (alimony, child support, or separate maintenance income need not be revealed if you do not wish to have it considered as a basis for repaying this obligation.)		Insurance Payments		Other Special Debt Or Circumstances?	<input type="checkbox"/> <input type="checkbox"/>	
		Other Contract Payments (Car Payments, Charge Cards, Etc.)		Contested Income Tax Liens?	<input type="checkbox"/> <input type="checkbox"/>	
		Alimony, Child Support, Maintenance		If "Yes To Any Question(S) Describe:		
		Other Expenses				
Total Income		Total Expenditures		Total Contingent Liabilities		

SCHEDULE A – STOCKS AND BONDS

Number of Shares or Face Value of Bonds	Description	In Name Of	Are These Registered, Pledged, or Held By Others?	Market Value

SCHEDULE B – BUSINESS VENTURES

Number of Shares	Description	In Name Of	Are These Registered, Pledged, or Held By Others?	Value	Source of Value

SCHEDULE C – RESIDENCES AND OTHER REAL ESTATE (PARTIALLY OR WHOLLY OWNED)

Address & Type of Property	Title in Name of	% of Ownership	Date Acquired	Cost	Market Value	Monthly Payment	Mortgage Amount	Mortgage Maturity
Residence(s)								
Residence(s)								
Other								
Other								

SCHEDULE D – LIFE INSURANCE CARRIED, INCLUDING GROUP INSURANCE

Name of Insurance Company	Owner of Policy	Beneficiary and Relationship	Face Amount	Policy Loans	Cash Surrender Value

SCHEDULE E – BANK AND OTHER INSTITUTIONAL RELATIONSHIPS

Name and Address of Creditor	Original Loan/Line Amount	Date of Loan	Maturity Date	Unsecured or Secured (List Collateral)	Amount Owed

The information contained in this statement is provided to induce you to extend or to continue the extension of credit to the undersigned or to others upon the guaranty of the undersigned. The undersigned acknowledge and understand that you are relying on the information provided herein in deciding to grant or continue credit or to accept a guaranty thereof. Each of the undersigned represents, warrants and certifies that the information provided herein is true, correct and complete. Each of the undersigned agrees to notify you immediately and in writing of any change in name, address, or employment and of any material adverse change (1) in any of the information contained in this statement or (2) in the financial condition of any of the undersigned or (3) in the ability of any of the undersigned to perform its (or their) obligations to you. In the absence of such notice or a new and full written statement, this should be considered as a continuing statement and substantially correct. You are authorized to make all inquiries you deem necessary to verify the accuracy of the information contained herein, and to determine the credit-worthiness of the undersigned. Each of the undersigned authorizes you to answer questions about your credit experience with the undersigned.

Are you the Borrower or the Guarantor?

1. Borrower:

Inducing URA to grant a loan as requested n application, of the individual or firm whose name appears herein, in connection with which this statement is submitted.

2. Guarantor:

Furnishing a statement of my/our financial condition, pursuant to the terms of the guaranty executed by me/us at the time granted a loan to the individual or firm, whose name appears herein.

Date signed _____, 20____

Signature (Individual) _____
 Social Security Number _____
 Date of Birth _____

Date signed _____, 20____

Signature (Individual) _____
 Social Security Number _____
 Date of Birth _____



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LOAN APPLICATION Form #4 - Job Creation

Borrower Name:

To be created by applicant or tenants

URA Contact:	Phone:
Project Address:	
Borrower Contact Name:	
Borrower Contact Phone:	Loan Amount:

JOBS TO BE CREATED BY THIS PROJECT

ENTRY-LEVEL POSITIONS:

Job Title	Proposed Wage/Salary	Description of Duties	Projected Hiring Date

SKILLED POSITIONS:

Job Title	Proposed Wage/Salary	Description of Duties	Projected Hiring Date

For more information on how CareerLink can help your business, please visit their [website](#).



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LOAN APPLICATION Form #5 - CDC Loan Packaging Assistance Verification Form

Borrower Name:

YES NO

- 1) Did you receive substantial loan packaging assistance from your local Community Development Corporation (CDC)?

If no, go to section 4) below.

If yes, continue:

2)

Identify the CDC:

- 3) I certify that the CDC noted above provided substantial assistance with the following loan packaging components (check which ones apply):

- URA Loan Application
- Prior Business Financial Statements (3 yrs. Historical)
 - Business Financial Statements (Balance Sheet, Income Statement and Statement of Changes in Financial Position)
 - Business Financial Projections (Balance Sheet, Income Statement and Statement of Changes in Financial Position)
 - Personal Financial Statements
 - Interim Financial Statements (not more than 60 days old)
- Project Cost Component Estimates and Supportive Documents
- Business Plan
- Evidence of Necessary Permits and Approvals

4)

Signature of Borrower:	Date:
------------------------	-------

△ △ △ FOR URA USE ONLY △ △ △	
Project Address:	Closing Date:
	Loan Amount:
Neighborhood:	Fee Earned:
Program Name:	Total Percentage: %



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LOAN APPLICATION

Form #6 - Requirements, Certifications and Disclosures

Borrower Name:

I. Program Requirements

The following requirements may apply to your loan with the URA:

1) Benefiting Low- and Moderate-Income Persons

The project must benefit low- and moderate-income persons by either:

- a) Creating or retaining jobs; at least 51 percent of all full-time equivalent jobs must be made available to or filled by low- and moderate-income persons, or
- b) Providing an essential service in a district whose clientele is substantially comprised of low- and moderate-income persons.

In either case you must specify your employment objectives in your application, and provide a list, by job title, of all permanent jobs to be created, indicating:

- c) Full-time equivalent jobs claimed to be available to low- and moderate-income persons, and
- d) Jobs requiring special skills or education.

You also will be required to submit a report on your employees semi-annually.

For jobs to be considered available to low- and moderate-income persons, the following criteria must be met:

- e) Special skills that can only be acquired with substantial training, work experience, or education beyond high school are not a prerequisite for such jobs, or the business agrees to hire unqualified persons and provide them with the necessary training, and
- f) First consideration for filling jobs is given to low- and moderate-income persons. Note: You fulfill this requirement by using the City job-referral programs described below.

2) First Source

The City's CareerLink serves Pittsburgh employers by referring candidates for positions based on qualifications established by the employer.

- a) You will be required to fill all new entry-level, non-supervisory, jobs by first considering for employment, and interviewing, candidates referred by CareerLink; or, alternatively, applicants secured through independent means that satisfy the criteria of the Workforce Investment Act

(WIA). WIA eligibility may only be determined by CareerLink. For projects over \$250,000, you will be required to hire at least 51 percent of new entry-level, non-supervisory employees from the CareerLink referrals.

- b) We will send CareerLink a copy of URA Form #3 from this loan application, specifying the jobs to be created by your project. When you are ready to begin the hiring process, you must submit to CareerLink, at least 30 days prior to anticipated hiring dates, a Notice of Intent to Hire Form. A copy of the form will be enclosed with your commitment letter. Also, a representative from CareerLink will be contacting you about this requirement.
- c) You will be required to supply the City with information about job openings for entry-level, non-supervisory positions, and to consider the City's referrals as your first source for filling them.
- d) For real estate projects, you must require your tenants at your project to meet the conditions regarding new jobs as specified in 2(a, b, c). Borrower shall cause this provision to be inserted in its lease(s) with Tenant(s). Failure by Borrower or Tenant to create the jobs and to comply with the City-referral provisions shall not relieve Borrower of its obligations under the Loan Agreement. The final selection of employees, however, will be yours.

3) Minority- and Women-Owned Business Enterprise Participation

For projects over \$250,000 or those which involve the purchase of City or URA property, you must include a plan to involve minority and woman business enterprises in a percentage of the net project costs, such as pre-construction costs, design, construction, procurement and post-construction. The City has set goals of 10% for women-owned businesses and 25% for minority-owned businesses.

If you fail to comply with the foregoing program requirements as described in sections 1, 2 and 3, where applicable, you will be liable for liquidated damages equal to the subsidy you will receive from the Business Development Center. In addition, the loan may be declared in default.

4) Limiting Environmental Impact

You must mitigate any adverse effects your project may have on the natural or built environment where your project:

- a) is in a floodplain;
- b) involves an historic landmark or is in an historic district;
- c) is a potential noise generator or air polluter.

5) Prevailing Wage

Construction on your project may be subject to regulations that:

- a) require you to employ contractors and subcontractors that are approved by the Department of Labor;
- b) require your contractors and any subcontractors to pay the applicable federal or state prevailing union wage rates to construction employees on the project;

- c) require your contractors to regularly submit to the URA payroll report forms and other documentation.

6) Pittsburgh Works

If your project involves a construction contract of \$200,000 or more, you may be required to comply with the Pittsburgh Works ordinance (Ordinance No. 18 of 2000) which requires that 35% of all employee work hours on the project be performed by City of Pittsburgh residents. Subcontractors with contracts exceeding \$25,000 are also subject to the ordinance. A copy of the ordinance is available upon request.

7) Fees

The following fees may apply to your project:

- a) Application Fee – \$250.00 (unless otherwise indicated in program guidelines) payable upon submission of this application; non-refundable.
- b) Due Diligence Fee – 2% (unless otherwise indicated in program guidelines) of the loan amount; this fee may be financed as part of the loan.
- c) Annual Servicing Fee – One-half of one percent (.5%) of the unpaid principal balance of the URA loan, due at loan closing and on every anniversary of the loan closing date for the term of the loan.
- d) Filing Fee(s) to record debt instruments as necessary (i.e. Mortgage, UCCs, Assignment of Leases and Rents)
- e) Construction Inspection Fee – One-half of one percent (.5%) of the construction contract, if URA funds the construction.

All applicable requirements will be contained in your commitment letter.

II. Certifications and Disclosures

I / We certify:

- 1) That all information in this application and the Exhibits is true and complete to the best of my/our knowledge and is submitted to URA, for the purpose of obtaining credit and in order to induce the URA to grant a loan, or to participate with a lending institution in a loan to our/my company.
- 2) That I/we will not discriminate on the basis of race, color, sex, religion, marital status, disability, age, sexual orientation or national origin.
- 3) That I/we do not have a business relationship (as stockholder, partner, member, agent, representative or employee) or family relationship with any person who is or who was, within one (1) year prior to the date of this application, an employee of the URA.

All applicants for loans or grants from the Urban Redevelopment Authority of Pittsburgh are requested to disclose if they are employees or related to employees of the URA or the City of Pittsburgh.

If you are an employee or related to a City or URA employee, a formal Conflict of Interest waiver must be presented to the URA's Board of Directors. If the source of funding for your URA financing is the U.S. Department of Housing and Urban Development (HUD), then you must also submit a formal Conflict of Interest waiver to City Planning and to HUD for approval.

PLEASE CHECK AND COMPLETE APPROPRIATE BOX

<input type="checkbox"/>	That I am an employee of the: _____ City of Pittsburgh _____ Department _____ URA of Pittsburgh
<input type="checkbox"/>	That I am related to (Employee's name) _____, an employee of the: _____ City of Pittsburgh _____ Department _____ URA of Pittsburgh
	My relationship to the employee: _____ Spouse, _____ Father, _____ Mother, _____ Daughter, _____ Son, _____ Other _____ (Specify relationship)
<input type="checkbox"/>	That I am not related to an employee of the City or URA of Pittsburgh, nor am I an employee of the City or URA of Pittsburgh.

4) That I have not offered and shall not offer anything of value including a promise of future employment or contract to any person currently employed by the URA.

5) That I/we or the company with which I/we am/are an officer, director, stockholder or owner is/are not presently indebted to, nor is/are a borrower or guarantor of any outstanding loan ("loan" means, but is not limited to, any sum of money lent, including any cash advance, line of credit or check credit account) made, funded or guaranteed by, any private financial institution, entity or individual or any federal, state or local agency, other than the information provided herein or represented in this application and am not in default. of any of the obligations listed herein .

6) Criminal Disclosure

That no proprietor, partner, director or shareholder of the business has been convicted of a felony within the past five (5) years.

7) Authorizations

That I/we authorize the URA to investigate my/our/the company's loan or credit history and to obtain any information deemed pertinent in reviewing this application and determining whether or not to grant a loan. I/we further authorize disclosure of all financial information submitted in connection with this application to/from the financial institution(s) considering or agreeing to participate in the loan. I/we consent to such disclosure as is deemed necessary in the course of investigation and disclosure to any such financial institution.

8) Effect of Non-Disclosure

That I/we acknowledge that my application may be summarily rejected if any information I have supplied is false or misleading.

9) Waiver of Claims Against the URA and its Consultants

As consideration for any managerial and technical assistance that may be provided, I/we waive any and all claims against URA and/or its consultants, including, but not limited to, any claims against the Loan Review Committee.

10) Assurance of Compliance with Loan Requirements

That I/we give the assurance that I/we/the company will comply with the requirements that apply to this loan application and the _____ Program, under which this application is made. A copy of said requirements is attached hereto, made part hereof and incorporated herein as Exhibit "___".

11) Citizenship Status

That all owners, directors, shareholders and principals of applicant's business are citizens of the United States of America or have lawful permanent resident status. If not, state the citizenship of the applicable party and basis under which the applicable party is admitted into the United States of America, i.e. type of Visa - _____.

(Proof of citizenship status will be required.)

12) Assistance in Preparation of Application

That I/we obtained professional assistance in the preparation of this application. Please complete the following as appropriate:

Name of Attorney:	Phone Number:
Address:	

Name of Accountant:	Phone Number:
Address:	

Name of Loan Advisor:	Phone Number:
Address:	

[THIS SPACE INTENTIONALLY LEFT BLANK]

