

Albany Local Development Corporation

Loan Application

**21 Lodge Street
Albany, New York 12207
Telephone (518) 434-ALDC**

MISSION STATEMENT of the Albany Local Development Corporation

The Albany Local Development Corporation (ALDC) is a Section 501©(3) not-for-profit corporation, which was formed in 1979 for the purpose of assisting in the creation and retention of employment opportunities and the attraction and retention of businesses in the City of Albany, New York.

Funding for the activities of the ALDC is derived from three principal sources: Urban Development Action Grant (UDAG) loan repayments and Community Development Block Grant (CDBG) loan repayments and recapitalization. The ALDC also derives funding for its activities from real estate and project development revenues, fees for services and grant proceeds. The ALDC operates as a self-sufficient entity that requires no general fund support from the City of Albany.

The City's Department of Development and Planning (DD&P) provides staff services to the ALDC. DD&P maintains offices at 21 Lodge Street. The staff of the ALDC also provides staff to the City's Industrial Development Agency.

Lending activity is limited to areas within the City of Albany pursuant to annual priorities established by the ALDC's Board of Directors. The uses of loan proceeds are limited to the purchase of fixed assets or real estate and generally may not exceed one-half of the total project costs. Loans must have a significant impact upon the economic well being of the City of Albany and its residents. Potential loan recipients must demonstrate that one job will be either retained or created for every \$35,000 lent and provide evidence that without the assistance of the ALDC, the project would not proceed. Participation with the conventional financial institutions is required. Through the cooperative efforts of the local lending institutions, the New York Business Development Corporation and the Albany-Colonie Regional Chamber of Commerce, the ALDC is able to companion its loans to create a complete financing package.

ALDC PROJECT REVIEW CHECKLIST

The following items are being requested to make a determination as to the viability of the proposed project. These items must be submitted along with the ALDC Loan Application. Only upon receipt of a completed application, with all necessary attachments and the application fee will the application be considered. If any items are not applicable please explain why.

- Identification of all investors;
- An appraisal of the subject property;
- Physical description of the building and the proposed development;
- Estimates of the costs of renovations and equipment to be purchased;
- Business plan, include project objectives and a history of the business;
- Resumes of all key managers and all investors;
- Personal financial statement of all investors;
- Historical financial statements for the most recent three years;
- A balance sheet and income statement dated within 90 days of the loan application together with an aging of accounts receivable and payable;
- Projections for the first two year of operations after the loan;
- Proof of site control i.e., copy of deed, lease or sales contract;
- Signed release of credit information form;
- Completed job form; and
- Short environmental form.

I. APPLICANT INFORMATION

APPLICANT NAME: _____

APPLICANT ADDRESS: _____

TELEPHONE NUMBER: _____ FAX: _____

LOAN REQUEST: \$ _____

II. PROJECT INFORMATION
(Attach copy of deed)

PROJECT ADDRESS: _____

PROJECT DESCRIPTION: _____

Include unit mix and square footage
of building

Are School and Property taxes current? _____ Attach copy of most recent year's receipted paid tax bills.

Is the property located within a Business Improvement District? _____

Is the property located within the Economic Development Zone? _____

Is the property located within the Enterprise Community Zone? _____

Is the property in a C-1 Neighborhood Commercial District? _____

PROJECT COSTS:

PURCHASE PRICE \$ _____

SITE IMPROVEMENTS _____

CONSTRUCTION COSTS _____

RENOVATION COSTS _____

LEASEHOLD IMPROVEMENTS _____

MACHINERY & EQUIPMENT _____

WORKING CAPITAL _____

OTHER _____

SOFT COSTS _____

CONTINGENCY _____

TOTAL PROJECT COSTS \$ _____

SOURCES OF FUNDS - Anticipated

BANK FINANCING	\$ _____
SUBORDINATE FINANCING	_____
_____ (lender)	_____
_____ (lender)	_____
OWNERS CONTRIBUTION (minimum 10%)	_____
OTHER	_____
TOTAL	\$ _____

III. BUSINESS INFORMATION

- **TYPE OF BUSINESS:**

PROPRIETORSHIP	<input type="checkbox"/>	LLP	<input type="checkbox"/>
PARTNERSHIP	<input type="checkbox"/>		
CORPORATION	<input type="checkbox"/>	LLC	<input type="checkbox"/>

YEAR FORMED: _____

LIST ALL PARTNERS/SHAREHOLDERS AND THEIR PERCENT OF INTEREST:

NAME	% of ownership	# of years with company
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

FEDERAL EMPLOYER ID #: _____

DESCRIBE APPLICANT BUSINESS OPERATIONS:

CURRENT FULL TIME EQUIVALENT EMPLOYEES: _____

PROJECTED NEW JOBS WITHIN TWO YEARS: _____

UNION AFFILIATION: _____

ATTORNEY: _____

Telephone: _____

Please attach personal and business income tax returns (as appropriate) for the past two years, a current personal financial statement and signed release of credit information.

This application will not be accepted unless the appropriate attachments and fee(s) accompany it.

The applicant certifies that all items represented in this application, including fee schedules have been explained to the applicant.

The undersigned, in applying to the Albany Local Development Corporation hereby recognizes that prior to receiving any financial assistance, he/she will agree to comply with all applicable federal, state and local laws and regulations as pertain to this application.

Name of Applicant: _____

BY: _____

Title: _____

Date: _____

RELEASE OF CREDIT INFORMATION

In order to expedite your loan application, please fill-out and return this form.

I/We hereby authorize the release of My/Our credit information to the Albany Local Development Corporation the above for purposes of obtaining a loan.

Applicant Name: _____

Signature: _____

Date: _____

Address: _____

Social Security Number: _____

Date of Birth: _____

Applicant Name: _____

Signature: _____

Date: _____

Address: _____

Social Security Number: _____

Date of Birth: _____

SCHEDULE OF FEES
EFFECTIVE April 27,2004

Loan Fees

Application Fee	\$250
Commitment Fee	1.5% for loans less than \$200,000 1.0% for loans greater than \$200,000
Renewal, Modification, Extension Commitment Fee	0.75% of loan amount

Legal Fees

New Loans	Actual time spent, not to exceed 1.0% of loan amount, plus disbursements *
Renewal, Modification, Extensions	Actual time spent, not to exceed 0.75% of loan amount, plus disbursements
Review of Participating Lender Documents	\$250 for single lender \$350 for multiple lenders

- The Borrower will be responsible for all legal costs of ALDC.
- There will be a minimum charge of \$500 plus documentable disbursements on new loans and modifications.
- Borrowers may be responsible for fees of special counsel if deemed necessary by ALDC counsel.

SHORT ENVIRONMENTAL ASSESSMENT FORM

Instructions:

- (a) In order to answer the questions in this short EAF it is assumed that the preparer will use currently available information concerning the project and the likely impacts of the action. It is not expected that additional studies, research or other investigations will be undertaken to complete this form.
- (b) If any question has been answered YES, the project may be significant and a completed Environmental Assessment Form will be necessary.
- (c) If all questions have been answered NO, it is likely that the project is NOT significant.
- (d) Environmental Assessment

1. Will the project result in a large physical change to the project site or alter more than 10 acres of land?
Yes____ No____
2. Will there be a major change to any unique or unusual landform found on the site? Yes____ No____
3. Will the project alter or have a large effect on an existing body of water? Yes____ No____
4. Will the project have a potentially large impact on groundwater quality? Yes____
No____
5. Will project significantly effect drainage flow on adjacent sites? Yes____ No____
6. Will the project affect any threatened or endangered plant or animal species? Yes____ No____
7. Will project result in a major adverse effect on air quality? Yes____ No____
8. Will project have a major effect on the visual character of the community or scenic views or vistas known to be important to the community? Yes____ No____
9. Will project adversely impact any site or structure of historic, pre-historic or paleontological importance or any site designated as a critical environmental area by a local agency? Yes____
No____
10. Will project have a major effect on existing or future recreational opportunities? Yes____ No____
11. Will project result in major traffic problems or cause a major effect to existing transportation systems? Yes____ No____
12. Will project regularly cause objectionable odors, noise, glare, vibration or electrical disturbance as a result of the project's operation? Yes____ No____
13. Will project have any impact on public health or safety? Yes____ No____
14. Will project affect the existing community by directly causing a growth in permanent population of more that 5.0% over a one-year period OR have a major negative effect on the character of the community or neighborhood? Yes____ No____
15. Is their public controversy concerning the project? Yes____ No____

Preparer's signature: _____ Title: _____

Representing: _____ Date: _____

Albany Local Development Corporation
Environmental Policy

Environmental risk analysis should be conducted as part of the original loan underwriting and upon consideration of taking title to real property through foreclosure or deed in lieu. The potential environmental costs and the potential for further environmental liability must be considered when contemplating either a loan origination or a foreclosure action. For all properties to be taken in collateral transactions or foreclosures, a Phase I Environmental Site Assessment will be required. If the Phase I indicates environmental problems, legal and environmental experts must be consulted to determine whether the proposed transaction is prudent. In the case of originations, it may be necessary to obtain property transfer liability insurance. In all cases, originating legal documentation is to include legal indemnification from the borrower.

EMPLOYMENT FORM

Company Name: _____

Address: _____

Contact Person: _____ Telephone No: () _____

Type of Business: _____

Borrower Name: _____ Telephone No: () _____
(if different from company)

Borrower Address: _____
(if different from company)

We understand that we must contact a representative from the City of Albany Human Resources Department in regard to any job openings that we might anticipate after the receipt of ALDC financing. The following is our projected employment plan.

Permanent Occupations In Company	Current Permanent Full Time Jobs by Occupation		Projection of New Permanent Full Time Jobs			
	Base Annual Salary or Hourly Wage	Number of Employees	1st Year	2nd Year	3rd Year	Total New Jobs
Professional						
Clerical						
Sales						
Service						
Construction						
Manufacturing:						
Skilled						
Semi-Skilled						
Unskilled						
Other (Describe)						
	Total:					
		Total:				

These employees are not ___ are ___ currently covered by a collective bargaining unit with:

_____ Union contact person: _____

(Name of Union and local Number)

Contract Expiration : _____ Number of employees covered: _____

Prepared by: _____ Signature _____ Date: _____