



## Small Business Development Loan

Date:

Name of Applicant Business/Organization:

Applicant Business/Organization Mailing Address:

Street Address:

City/State/Zip:

Website (if applicable):

Project Address:

Do you own or lease this space? (Please indicate)    Own            Lease\*

\*If applicant is not the owner of the building, applicant is required to attach a letter, signed and dated, from the property owner expressing approval of the project application as proposed by the applicant.

Primary Contact Name\*:

\*The City of Milton and/or agents reserve the right to obtain credit information on any business or individual in connection with this application.

Title:

Contact Address:

Contact Phone:

Contact Email:

Management Information: (owner(s), officers(s), directors(s) & shareholders(s) who hold 20% or more ownership share in company)\*

Name	Title	% Ownership

The City of Milton and/or its agents reserve the right to obtain credit information on any business or individual in connection with this application.

Anticipated Sources and Uses of All Project Funds:

Sources include the loan you are requesting from the City plus any other financing that will go into the project, including but not limited to bank financing and owner cash. Uses can be generalized (i.e.:roof replacement, tuck pointing, apartment renovation, etc.), but should include all proposed improvements including those that are above and beyond eligible activities for City funding. The total source must equal the total uses.

Source(s)	Amount		Use(s)	Amount
City Loan				
Bank Financing/Lender Name:				
Owner(s) Cash/Name(s):				
Other (Please specify):				
Total:		=	Total:	

Supplemental Materials:

**THE FOLLOWING EXHIBITS MUST BE COMPLETED IF APPLICABLE AND PROVIDED AS SUPPLEMENTS TO YOUR APPLICATION.** The City of Milton reserves the right to request additional information.

- A business plan, if applicable, and projected financials for the next three (3) years.
- Business financial statements for the last three (3) years, if applicable.

- If applicable, scale drawing of proposed interior and exterior building changes, construction schedule, and cost estimates. Proposed façade renovations should include proposed materials list and color samples, and any proposed brick cleaning methods.
- If applicable, copies of leases, purchase options or agreements, or other financial agreements related to the subject property. All applicants requesting more than \$5,000 in financing through Milton’s Small business Loan Program are **REQUIRED** to provide verification that the applicant has sought conventional financing (i.e. bank loan or line of credit) for the proposed project.
- If applicable, verification that none of the following conditions exists against the business or principals: outstanding judgements, state or federal tax lien, past due real estate taxes, past due property assessments.

Supplemental Questions

Has the company, any officer, subsidiary or affiliate of your company been involved in any bankruptcy or insolvency proceedings in the last 36 months?

*If yes, please provide the details as a separate exhibit.*

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Has the company, any officer, subsidiary or affiliate of your company been involved in any lawsuits in the last 36 months?

*If yes, please provide the details as a separate exhibit.*

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Does the company, owner(s), or member of the Management Team have a controlling interest in other businesses?

*If yes, please provide their names and relationship with your company along with a current balance sheet and income statement for each as a separate exhibit.*

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Are any of the individuals listed under “Management” on parole or probation? *If yes, please provide the details as a separate exhibit.*

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Have any of the individuals listed under “Management” ever been convicted of a crime?

*If yes, please provide the details as a separate exhibit.*

**BY SIGNING ON PAGE 4 OF THIS DOCUMENT, THE APPLICANT(S):**

- Certifies that to the best of his/her knowledge and belief, the information being submitted to the City of Milton is true and correct;
- Certifies that the applicant and proposed project is and will remain in compliance with all laws, regulations, ordinances, and orders of public authorities applicable to them;
- Certifies that the City of Milton is authorized to obtain a credit check on any principal or business associated with this application for the purposes of determining credit worthiness;
- Agrees to reimburse the City of Milton for any reasonable expenses made in connection with this loan request, including, but not limited to, title work, legal fees, appraisals, recording/filing fees, etc;

- Certifies that the applicant has disclosed and will continue to disclose any occurrence or event that could have an adverse material impact on the project. Adverse material impact includes but is not limited to lawsuits, criminal or civil actions, bankruptcy proceedings, regulatory intervention or inadequate capital to complete the project;
- Understands that unless it qualifies as a trade secret, all information submitted to the City of Milton is subject to Wisconsin's Open Records Law;
- Understands that approved interior and exterior changes to buildings must be substantially started with 90 days of closing date, and must be completed within 12 months of closing date; and
- Understands that any deviation or disregard for approved project design will result in a stop being placed on the loan.

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Signature

Title

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Print Name

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Date

The Small Business Development Loan Committee will review completed applications within 30 days of submittal. Please submit completed application to: