



I. APPLICANT / BORROWER INFORMATION

Legal Name of Individual:		Tax ID or SSN:	Application Date:
Address:			
City:	County:	State:	Zip:
Email:	Phone:	Cell Phone:	Fax:

II. BUSINESS / BORROWER INFORMATION

Legal Name of Business:		Nature of Business:	
<input type="checkbox"/> Non Profit Corporation <input type="checkbox"/> For Profit Corporation <input type="checkbox"/> Limited Partnership <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other:			
Tax ID#:	Date Business Established:	Date Moved to Current Address:	
Address:		Phone:	Fax:
City:	County:	State:	Zip:
Current No. of Employees:	Annual Gross Sales:	Annual Net Profit:	
Bank of Business Account & Bank Address:			

III. PROJECT INFORMATION

Project Name:	Property Type (Mixed-Use, Hotel, Anchor Retail, etc.):
Full Project Street Address (No P.O. Boxes) Note: If there is more than one legal project address, attach a list of all parcel addresses to this application):	
Brief Project Description:	Projected Net No. of new employees (as result of investment):
Type of Construction: <input type="checkbox"/> New Construction <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Other _____	Total Square Footage: % Commercial:
Property Income and Expenses (Annual if Existing/Refinancing Request, Projected, if applicable): Gross Income: _____ Expenses: _____ Net Income: _____ % Vacancy _____	
Total Development Costs: \$	Dev. Costs per S.F.: \$ /SF

IV. SITE INFORMATION

Status of Project Site Control: <input type="checkbox"/> Currently Owned <input type="checkbox"/> Under Agreement <input type="checkbox"/> Specific Properties Not Yet Identified <input type="checkbox"/> Other	
If Other, please specify: _____	
Current zoning of project site:	
Will the proposed site require a change in zoning? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, briefly describe zoning change needed.	
Purchase Price of Site:	
Value (\$) As Is:	Value (\$) as Complete:
Describe how value was determined: <input type="checkbox"/> Appraisal (attach) <input type="checkbox"/> Comparable Sales <input type="checkbox"/> Market Study (attach) <input type="checkbox"/> Other, please describe:	
Is the property available as collateral? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, describe other collateral options.	
Has the property been inspected or tested for environmental hazards (lead-based paint, asbestos, underground storage tanks, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach report and briefly describe.	

V. FINANCING INFORMATION: Please note that a list of sources and uses will be required.

Total Amount of Reinvestment Fund Financing (Loans) Requested:	\$
Use of Proceeds (Check all applicable uses): <input type="checkbox"/> Predevelopment Expenses <input type="checkbox"/> Site Assembly Expenses <input type="checkbox"/> Site Preparation Expenses <input type="checkbox"/> Site Improvement <input type="checkbox"/> Refinancing <input type="checkbox"/> Other Capital Costs	

VI. MANAGEMENT INFORMATION

Management (Proprietor, partners, directors, all holders of outstanding stock- 100% of ownership must be shown): Use a separate sheet if necessary.					
Name, SSN, and Position Title	Complete Street Address	% Owned	U.S. Citizen	* Race	* Sex

* Reinvestment Fund encourages minority- and women-owned businesses to apply to FFFI for funding. It should be noted that the above data is optional and collected for statistical purposes only; it has no bearing on the decision to approve or decline an application.

Please answer the following questions:

1. Are you or your business involved in any pending lawsuits? If yes, attach explanation. If no, check here: Yes No
2. Have your or any officer of your company been involved in bankruptcy or insolvency proceedings? If yes, please provide the details. If not, check here: Yes No

VIII. EXHIBITS REQUESTED

The following exhibits must be completed where applicable. All exhibits must be signed and dated by person signing this form.

REINVESTMENT FUND COMMERCIAL REAL ESTATE LOAN APPLICATION CHECKLIST/REQUIRED EXHIBITS

Please note that this is an initial list and other information may be requested.

ITEM	Attached	Not Available	Not Applicable
APPLICANT INFORMATION			
History of Business Provide a brief history of your company and a paragraph describing the expected benefits it will receive from the loan.			
Key Staff Resumes Must include Executive Director / President, Chief Financial Officer / Controller, Project manager, as applicable			
Board of Directors: Include occupations and addresses.			
FINANCIAL INFORMATION			
Personal Financial Statement Furnish a signed current statement for each stockholder (with 20% or greater ownership), partner, officer, and owner. Reinvestment Fund prefers you to use the attached <i>Personal Financial Statement</i> form.			
Personal Tax Returns Submit complete federal tax returns for each stockholder (with 20% or greater ownership), partner, officer, and owner for latest year.			
Business Financial Statements (Audited) Submit income statements, balance sheets, and cash flows for the last three years for the business and all affiliates.			
Interim Business Financial Statements Submit statements that are current within ninety (90) days of application filing date.			
Financial Projections Submit for at least one year if business is less than three years old or if requested by Reinvestment Fund.			
Outstanding Obligations Provide a list of outstanding obligations, if any (list should include lender, current loan balance or credit limit, and monthly payment)			
Aging of Receivables and Payables Submit current schedule within thirty (30) days of application filing date.			
Suppliers Provide a list of major suppliers including name, address, contact person, total credit line, and phone and fax numbers.			
PROJECT INFORMATION			
Description of Project including a brief narrative (max: 2 pages).			

Development Budget (Sources and Uses), if available. Reinvestment Fund prefers you to use the attached <i>Development Budget</i> form.			
Development Team Members Include contact information, qualifications, and resume for all members: Developer/Sponsor, Architect (submit AIA form), General Contractor (submit AIA form), Leasing/Marketing Agent, development consultants, etc.			
Project Timeline Include development timeline for acquisition, financial packaging, design development, construction start / end dates, etc.			
Site Photo Preferably, digital			
\$100 nonrefundable application fee			
REAL ESTATE, MACHINERY & EQUIPMENT OR BUSINESS ACQUISITION ONLY			
Are you buying machinery or equipment with your loan money? If so, you must include a list of equipment and cost of the equipment as quoted by the seller. Also, include the sellers' name and address.			
Submit Agreement of Sale for real estate and business acquisitions			
CONSTRUCTION FINANCING ONLY			
Submit a construction cost estimate with breakdown of costs by trade (if possible).			
Provide copies of preliminary construction plans and specifications prepared by a qualified, independent third party (general contractor or architect).			

Please call or email our Commercial Real Estate group with any questions at 215-574-5800 or CRE@reinvestment.com. Please fax your completed application with checklist exhibits to 215-574-5900. Attachments may also be emailed or submitted as paper copies. Send to the attention of Commercial Real Estate Lending, Reinvestment Fund, 1700 Market Street, 19th Floor, Philadelphia, PA 19103.

Please submit this application with the additional information requested.

I/We authorize Reinvestment Fund to investigate my/our personal and business financial credit history as necessary to process a grant application. The undersigned authorize any person or consumer reporting agency to give Reinvestment Fund 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 Reinvestment Fund, 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 applicable.

Name of Business:

Signature/Title/Date

Anyone listed as an owner in Section VI should sign and date below:

Signature/Date

Signature/Date

Signature/Date

Signature/Date