



## ***TEDC Creative Capital***

*Progressive Lending for Promising Businesses.*

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Dear Prospective Borrower or Tenant:

Thank you for contacting TEDC. We are a not-for-profit community development financial institution offering diverse loan options to small businesses and retail rental space at the Shoppes on Peoria. Helping you create jobs and grow our economy is priority.

To conduct a preliminary review of your request, we need the items listed below:

- A. TEDC Application including Personal History Statement and Personal Financial Statement
- B. Personal Resume for each owner/guarantor
- C. For Start-up Businesses or Expanding Businesses, detailed business plan with 3 years of financial projections and 1<sup>st</sup> year detailed by month
- D. Personal Federal Tax Returns of each owner/guarantor for 3 years
- E. Business Balance Sheet and Income Statement dated within 60 days of application
- F. Business Balance Sheet and Income Statement for last 3 years
- G. Business Federal Tax Returns for last 3 years
- H. \$35 Credit Report/Application Fee for each 20% owner or guarantor

After reviewing the above documents, we will arrange a time to further discuss your request, the likelihood of approval, and additional conditions. Please feel free to call or email us with questions or concerns about the application process.

Sincerely,

Rose M. Washington  
TEDC Executive Director

## Authorization to Release Information and Processing Agreement

I/We hereby authorize the release to TEDC any information they may require at any time for any purpose related to my/our loan request or tenant application. I/We further authorize TEDC to release such information to any entity they deem necessary for any purpose related to my/our request.

I/We hereby authorize TEDC to verify my/our past and present employment earnings records, bank accounts, stockholdings, and other asset balances that are needed to process my/our application. I/We further authorize TEDC to order a consumer credit report and other credit information, including but not limited to, past and present mortgage and landlord references. I/We understand that the information TEDC obtains will be used only to determine my/our credit worthiness in processing this application.

I/We acknowledge that the information in this application is provided to induce TEDC to extend credit to me/us upon my/our guaranty or to others upon my/our guaranty. I/We acknowledge and understand that TEDC will rely on the information provided herein in deciding to grant credit or to secure a guarantee thereof. I/We agree to notify TEDC immediately and in writing of any change in name, address, or employment and to fully disclose any material adverse change (1) in my/our financial condition or (2) in my/our ability to perform my/our obligations to TEDC or any other creditor. I/We understand that these documents as well as any other additional information I/we provide is the property of TEDC.

I/We agree to submit a \$35 fee per guarantor along with this application.

Regarding financing, I/we further acknowledge and agree that TEDC will charge a processing fee equal to 1.5% of any amount borrowed. Two-thirds of the total processing fee is considered earned and may be collected by TEDC immediately upon loan approval. I/We acknowledge and agree to pay all closing costs including, but not limited to, abstracting, surveying, title insurance, recording fees and attorney fees. I/we further authorize the initiation of such title work and closing immediately if a loan request is approved. In the event that I/we fail to close the loan for any reason after approval, I/we agree that all described fees are due and payable to TEDC at that time.

I/We hereby certify that all application information, attachments and exhibits provided herein or at a later date are valid and correct to the best of my/our knowledge. The validity, effect and interpretation of this Agreement shall be determined by the laws of the State of Oklahoma. Tulsa County, Oklahoma, shall be the forum for any disputes regarding this Agreement.

\_\_\_\_\_  
Printed Name of Applicant/Guarantor

\_\_\_\_\_  
Printed Name of Applicant/Guarantor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# TEDC APPLICATION

## SECTION A - GENERAL INFORMATION

<b>Business Name</b>		<b>Name of Principal in Charge</b>		<b>Business Phone:</b>	
				<b>Fax:</b>	
				<b>Cell Number:</b>	
<b>Business Address</b>		<b>City</b>	<b>County</b>	<b>Zip Code</b>	<b>Tax I.D. or SSN</b>
<b>Description of Business/Product(s)/Service(s)</b>				<b>E-mail Address</b>	
<b>Type of Business</b>	<b>Legal Structure</b>	<b>Date Established</b>	<b>Business Plan</b>	<b>Have you received government loans in the past?</b>	
			YES    NO	YES	NO
<b>Bank Name</b>		<b>Loan Officer</b>		<b>Phone Number</b>	
				<b>Do you own other businesses? If yes, include number of employees below.</b>	
				YES	NO
<b>Accounting Firm</b>		<b>Contact</b>		<b>Phone Number</b>	
				<b>NUMBER OF EMPLOYEES:</b>	
				Currently	_____
				After Loan	_____

## SECTION B - PROPOSED USE OF LOAN PROCEEDS OR TENANT COSTS

Category	Amount	Category	Amount
Building/Land Acquisition	\$	Payoff SBA Loan(s)	\$
New Construction, Expansion or Repair	\$	Payoff Non-SBA Bank Loan(s)	\$
Acquisition and/or Repair of Machinery and Equipment	\$	Pay Other Business Debt(s)	\$
Inventory Purchase	\$	All Other	\$
Working Capital	\$	<b>TOTAL PROJECT</b>	\$
Acquisition of Existing Business	\$	<b>AMOUNT YOU CAN INVEST</b>	\$

**For building purchase, build-out, new construction, expansion or repair, will you lease space to another business?    YES    NO**

**If YES, what percent of the space will you lease to others? \_\_\_\_\_ %**

**SECTION C – PERSONAL AND BUSINESS INDEBTEDNESS:** Provide the following information on all installment debts, leases, contracts, notes and mortgages payable. Use TEDC Debt Spreadsheet if necessary.

To Whom Payable/ (P) Personal (B)Business	Original Loan Amount	Original Date	Current Loan Balance	Interest Rate	Maturity Date	Monthly Payment	Type of Collateral	Past Due Y or N	To Be Paid Off By New Loan Y or N

**SECTION D – COMPANY OWNERSHIP AND MANAGEMENT:** Include ALL Proprietors, Partners, Officers, Directors, and Stockholders. 100% of ownership must be shown. Attach additional sheet if necessary.

Name and Title	Recent Bankruptcy or Credit Problems?	Home Address, City, Zip Code	% Owned

**SECTION E – PROVIDE OTHER INFORMATION THAT MAY BE USEFUL TO TEDC.**