
FINANCIAL INFORMATION

List Guarantor(s) (Include Name, Mailing Address, Telephone, Fax, and Tax ID Number)

Guarantor #1:

Guarantor #2:

Describe the collateral available as security for the loan. (Include the valuation of the collateral and how it will be maintained/monitored)

List all bank relationships and provide details of existing bank loans (Include names of bank officers). May we contact? Yes No

(1) Bank:

Contact:

Existing Loan:

Date Opened

Original Balance

Current Balance

Next Payment due

(2) Bank:

Contact:

Existing Loan:

Date Opened

Original Balance

Current Balance

Next Payment due

PROJECT DETAILS (Attach additional pages if necessary)

Location, address w/zip code, and size (in acres) of development project

Explain why the project is being undertaken. How will the proposed loan improve the financial position of the company?

Describe the applicant's capacity to develop and manage the proposed facility, including real estate professionals on staff and/or planned use of consultants. If the applicant is a developer, describe real estate development and management experience as it relates to the proposed project.

If applicable, identify local officials and neighborhood organizations in support of and opposed to the project

Support:

Opposition:

Is local government providing any direct financial support or infrastructure improvements to support the project? Yes No Describe.

COMPLETE THE FOLLOWING INFORMATION FOR NEW REAL ESTATE DEVELOPMENT/CONSTRUCTION

Narrative description of the development concept in detail. If applicable, include number of buildings and their square footage, the anticipated building occupants, the terms of the leases, the building improvements and costs, including tenant fit-up.

COMPLETE THE FOLLOWING INFORMATION FOR REHABILITATIONS OF EXISTING PROPERTIES

Describe the current conditions and existing or past uses of the site. For each building, provide number of stories and square footage.

Describe the proposed uses for the site. If applicable, include the number of buildings, their age, number of stories and square footage, the anticipated building occupants, the terms of leases, the building improvements and costs, including tenant fit-up.

Indicate availability of utilities: Sanitary sewer: Yes No Storm sewer: Yes No Public water: Yes No
Electricity: Yes No Gas: Yes No Telephone: Yes No
Cable Television: Yes No Other Yes No

If applicable, please describe any environmental contamination and its cause. Attach copies of ALL available environmental reports.

TOTAL PROJECT COSTS

Land acquisition	Size in Acres	Cost \$
Existing building acquisition	Square Feet	Cost \$
Estimated remediation costs		Cost \$
Construction of new building	Square Feet	Cost \$
Rehabilitation of an existing building	Square Feet	Cost \$
Construction of an addition	Square Feet	Cost \$
Improvements	Square Feet	Cost \$
Soft Costs (insurance, legal, architectural/engineering fees, permits, etc.)		Cost \$
Other Expenses (describe)		Cost \$
		Total Project Costs \$

PROJECT FUNDING SOURCES (Describe and attach specifics)

Other Public Sources	Amount \$
Bank Financing	Amount \$
Equity	Amount \$
Total Project Financing \$	

EMPLOYMENT (REQUIRED, Enter "0", if None or Not Applicable.)

Current number of employees: At this site: In the state:

Number of new employees to be hired as a result of this project:

With respect to the new employment attributable to the project, please provide the following: (Job Title, Description, Annual Salary)

Will any Massachusetts facility be closed or existing employees transferred as a result of the proposed loan? Yes No
If yes, explain.

PUBLIC PURPOSE

Are you certified by the State Office of Minority Business Assistance (SOMWBA) or are you in the process of seeking SOMWBA certification? Yes No If yes, SOMWBA Certification Number

Describe the positive impact on the minority community which would be attributed to a loan from MassDevelopment.

Has the project, so far as feasible, been located in a low-income area of a municipality so that employment opportunities will become available to residents of such area? Yes No Explain.

MassDevelopment funded projects must have a public purpose benefit. Please describe how your project meets this criterion: (Examples of public purpose benefits include, but are not limited to, job creation or retention, elimination of blight, revitalization in economic target areas, or the creation of affordable housing. Nonprofit entities generally meet the public purpose standard.)
Is your organization a nonprofit? Yes No

EQUAL OPPORTUNITY QUESTIONNAIRE

Person on staff responsible for equal opportunity planning and implementation.

Describe organization's equal opportunity staffing objectives, implementation strategy, and current level of attainment.

Has the applicant ever been subject to a labor-related enforcement action, violation, or fine from the state or federal government?

What are the organization's plans for equal opportunity vendor contracting on this project?

SUPPLEMENTAL INFORMATION

Please use the box below if additional space is required to answer any question on this form. Specify which question the answer is in reference to.

CERTIFICATION (REQUIRED – By signing this application, the borrower agrees to the following.)

- a) Survival of Representations: The representations included in this application shall survive the closing of the agency financing applied for.
- b) This application constitutes an agreement pursuant to the provisions of M.G.L. Chapter 149, Section 182, whereby any facility financed in whole or part by MassDevelopment is subject to certain voluntary standards of corporate behavior in the event of a plant closing or partial closing as defined in M.G.L. Chapter 151A, Section 71A.
- c) Northern Ireland: The borrower certifies that if it conducts business in Northern Ireland, it does or will do so in accordance with the McBride Principles.
- d) People's Republic of China: Prior to closing, the borrower will be required to make certain certifications and agree to comply with a code of corporate standards relative to any business interest or involvement with or in the People's Republic of China.
- e) The borrower agrees to provide information as to the number of employees in its hire when so requested by MassDevelopment.
- f) The borrower agrees that if it accepts financial assistance from MassDevelopment, it shall include MassDevelopment in any public relations events or materials related to the project, and cooperate with and permit MassDevelopment to publicize its assistance, for marketing and public relations purposes, including but not limited to, signage, press releases, public events, and promotional materials.

(Answer "Yes" or "No" to the following.)

- g) Taxes and Accounting: Has the applicant filed or caused to be filed all required federal, state, and local tax returns, and has it paid or caused to be paid all taxes due and payable? Yes No
- h) Employment Laws: Has the applicant ever been subject to a labor-related enforcement action, violation, or fine from the state or federal government, including citations for any violations of OSHA or of the Americans with Disabilities Act? Yes No
- i) Bankruptcy: Has the applicant ever filed for or been the subject of a petition for bankruptcy or protection against creditors? Yes No
- j) Criminal Convictions: Has the applicant been convicted of a felony under federal or any state law? Yes No
- k) Does the borrower have any contingent liabilities as a result of suits or enforcement actions, etc. currently outstanding or unresolved? Yes No

If the answer to item **(g) is No**, or the answer to any of items **(h), (i), (j), or (k) is Yes**, please explain.

IMPORTANT NOTICE

MassDevelopment shall be represented by an attorney of its choice in the review of the terms of the transaction documents and in any related legal matters arising prior to the issuance of the credit facility. All incurred legal fees for said representation shall be the responsibility of the undersigned even if the financing shall fail to close. Should MassDevelopment, with the consent of or upon direction of applicant, retain counsel in connection with the application, the applicant shall be liable for such costs.

The undersigned hereby represents and certifies to the best of his/her knowledge and belief that the information contained in the foregoing Statement and exhibits or attachments hereto is true and complete and accurately describes the proposed project, and agrees to promptly inform MassDevelopment of any changes in the proposed project which may occur.

Borrower	Title
Signature	Date
SIC Code	Tax ID Number

ATTACHMENTS TO INCLUDE WITH APPLICATION

- Attach a development plan OR Attach a brief company history and description for each tenant of the project property (if known)
- Attach a list of the applicant's or operative company's five largest customers and suppliers
- Attach a marketing study and marketing plan for the property (if property is not fully pre-leased)
- Attach detailed environmental reports (if available)
- Include list and status of permitting, zoning, and other public approvals
- Attach a summary of qualifications and contact information for all development team members
- Attach a project development schedule and preliminary design materials
- Attach copies of contract agreements for contractor(s) and architect(s) (if applicable)
- Attach copies of CPA prepared Financial Statements – for operating company
(Include Income Statements, Balance Sheets, Cash Flows, and Notes for the past three fiscal years)
- Attach projected Operating Statements for leased property (with assumptions) for the next three fiscal years
- Attach a copy of a signed Personal Financial Statement (for privately-owned companies)
- Attach a breakdown of renovation/construction costs
- Attach Term Sheets/Specifics of other sources of project funding (Commercial Bank, Public Sources, etc.)
- Attach a recent photo of the subject property, a site map, and evidence of site control (if available)
- Describe lease terms of applicants having a long-term leasehold interest in the project site (if applicable)
- Most recent Chapter 21 E report (if available)
- 501(c)(3) Articles of Incorporation (if applicable)
- Bylaws and last annual report listing all officers (if available)
- Include a check for \$250 made payable to MassDevelopment

HOW TO SUBMIT THE APPLICATION

PRINT OUT A COPY OF THIS APPLICATION FORM FOR YOUR RECORDS.

Submit the completed and signed application, along with attachments and payment, by one of the following ways: **In Person:** To your Regional Lending Officer; **By Mail:** Attn: Lending Division, MassDevelopment, 160 Federal Street, Boston, MA 02110; or, **By Fax:** 617-330-2001.

MassDevelopment's staff is available to answer any questions you may have and assist you in completing this application. If you have questions, please call 800-445-8030.