

Loan Rates and Fees Disclosure Statement

Required Fees

- Upon the completion of the ECDI Loan Application, a **\$25 non-refundable** application fee is due from the Applicant.

Financial Details

- Personal Credit is reviewed for qualification purposes.
- ECDI may need to request yours or your business's Tax Transcripts. In the event Tax Transcripts are requested, please know the transcripts will be used in conjunction with evaluating your request for a loan and that ECDI will share your tax information with outside parties, including with the Small Business Administration (SBA), ECDI's funders, and partner banks.
- ECDI often leverages multiple loan funds to capitalize the Applicants business. At loan closing, the borrower may sign multiple participation notes. A single monthly payment amount based on the consolidated loan package will be disclosed in a master agreement and communicated to the borrower.
- Eligible uses of funds are for equipment, working capital, leasehold improvements, and business asset purchases.
- All borrowers are required to have an active business checking account and to make their loan payments through automated monthly debits (ACH) from their accounts. ACH debit transactions are set up at loan closing.
- Each participation note has an associated packaging fee that is a percentage of the principal amount of the note. This fee is usually paid by proceeds of the loan and ECDI underwrites its loans to accommodate this cost to not affect the project as intended by the borrower.
- As a result of the public and private loan funds ECDI utilizes, the documentation requirements for loan applications may be different from traditional financing. Applicants will work closely with Relationship Managers who can assist them in understanding these requirements.

By signing on the last page of this application, I acknowledge that I have read and understand ECDI's Loan Application fees and financial details above.

Small Business Loan Application

(All information if applicable is required in order to apply for ECDI business loan or microloan)

Part 1: Business Information

Business Name: _____

Business Phone: _____ Business Fax: _____

Business Email: _____ Website: _____

Business Address: _____

City: _____ State: _____ ZIP: _____ County: _____

Time at current location: ____ years ____ months

Time in operation: ____ years ____ months

Business start date: _____ EIN: _____

DUNS: _____ State Entity #: _____

Business Structure:

- LLC
- Sole Proprietorship
- Partnership
- Corporation
- S-Corporation
- Undecided

Type of Business:

- Agriculture
- Construction
- Finance
- Manufacturing
- Retail
- Services
- Transportation
- Wholesale Trade
- Other: _____

Other Details:

- For profit business
- Non-profit daycare
- Non-profit other

Statement regarding necessity for loan application for all owners with $\geq 20\%$ ownership

If you operate an LLC or Corporation, please briefly describe the ownership percentages of the members:

Ownership (check all that apply):

- 51% Female-owned
- 51% Male-owned
- 51% Minority-owned
- 51% Veteran-owned

Business Location (select one):

- Home
- Storefront
- Market
- Street
- Other: _____

Is this business a full-time commitment for you? _____ Current number of employees: _____

Description of Business: _____

Part 2: Loan Request Information

Loan Amount Requested: _____

Approximate monthly payment with which you would be comfortable paying? _____

Are you requesting a fee-based loan? Yes No

Sources and Uses of Funds for this Project:

Source of Funds		Use of Funds	
Client Equity:		Equipment:	
ECDI Loan:		Working Capital:	
Gift:		Leasehold Improvements:	
Other:		Other:	
Total:		Total:	

Note – the Total Source of Funds and Total Use of Funds should be the same amount.

Who are the professionals, if any, that help you with your business?

Accountant: _____ Contact: _____

Attorney: _____ Contact: _____

Realtor/Landlord: _____ Contact: _____

Other Professional: _____ Contact: _____

ECDI reserves the right to require proof of engagement of licensed attorney and accountant/bookkeeper as condition of loan.

Any other information about your business or your loan request that ECDI should be aware of?

Part 3: Business Owner Information

Name: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Home Address: _____

City: _____ State: _____ ZIP: _____ County: _____

Previous Address (if at current residence for less than 2 years):

City: _____ State: _____ ZIP: _____ County: _____

Other Names/Aliases: _____ SSN: _____

Date of Birth: _____ Driver's License #: _____

- Are you in default of federal student loans? Yes No
- Have you ever been convicted of a felony? Yes No
- If yes, explain: _____
- Have you ever filed for bankruptcy? Yes No
- If yes, is the bankruptcy active? Yes No
- Are you behind on payments for child support? Yes No
- Can you prove that you are current? Yes No
- Are you currently behind on payments for other loans? Yes No
- Can you prove that you are current? Yes No

Gender: _____ Race: _____

Ethnicity: Hispanic Non-Hispanic

Veteran Status: Not a Veteran Veteran, Location Served: _____

Immigration Status: _____ If Other: _____

First State lived in the United States: _____

Country of Origin: _____

Green Card/I94#: _____ Date of Entry into the US: _____

Native Language: _____

Level of English Competency: None Little Conversational Fluent

Marital Status (optional): _____

No. of Household Adults: _____ No. of Household Minors: _____

Are you a single parent? Yes No

What is the primary language spoken in your household? _____

Household monthly income: _____

Household monthly mortgage or rent payment: _____

Highest level of education completed: _____

Employment Information

Employer's Name: _____

Employer's Phone: _____ Fax: _____

Employer's Address: _____

City: _____ State: _____ ZIP: _____

Income per month (gross): \$ _____ Years of Employment: _____

Job Title: _____

Job Description – Duties and Responsibilities:

Additional Business Owner Information

Name: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Home Address: _____

City: _____ State: _____ ZIP: _____ County: _____

Previous Address (if at current residence for less than 2 years):

City: _____ State: _____ ZIP: _____ County: _____

Other Names/Aliases: _____ SSN: _____

Date of Birth: _____ Driver's License #: _____

- Are you in default of federal student loans? Yes No
- Have you ever been convicted of a felony? Yes No
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- Have you ever filed for bankruptcy? Yes No
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Gender: _____ Race: _____

Ethnicity: Hispanic Non-Hispanic

Veteran Status: Not a Veteran Veteran - Location Served: _____

Immigration Status: _____ If Other: _____

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Household monthly mortgage or rent payment: _____

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Employment Information

Employer's Name: _____

Employer's Phone: _____ Fax: _____

Employer's Address: _____

City: _____ State: _____ ZIP: _____

Income per month (gross): \$ _____ Years of Employment: _____

Job Title: _____

Job Description Duties and Responsibilities:

Disclosures and Covenants

Authorization to Pull Credit and Request Tax Transcripts

I/we attest that all the information on this application is true. I/we authorize ECDI to investigate and verify the above information and contact any references regarding this application. I/we also authorize ECDI to perform credit checks, which may include obtaining consumer credit reports or commercial credit reports, to exchange information about credit experience with other creditors from time to time, as authorized by law. I/we also authorize ECDI to request Tax Transcripts from either guarantors or the business in conjunction with the loan application, credit evaluation, and loan servicing conditions. I/we understand ECDI shares tax transcripts or returns with outside parties such as the Small Business Administration, ECDI funders, and partner banks in evaluating my/our loan application. I/we understand that ECDI will retain this application whether the loan is approved or denied and that I/we can appeal ECDI's decision if the loan is denied. **Initial:** _____

Application Covenants

All information in this application and business plan is true and complete to the best of my/our knowledge and is submitted to the Economic and Community Development Institute (ECDI) for the purpose of review for a loan. I/we understand that it is a Federal crime punishable by law if I/we falsify any information on this application. It is my/our understanding that this information will be confidentially reviewed by the appropriate ECDI staff and Loan Advisory Committee. I/we agree to pay any appropriate/necessary application fees, I/we agree to pay for any appraisal or legal costs necessary to complete my/our application, pay nominal legal and administrative fees at closing and authorize ECDI to access my credit report in order to assure my credit worthiness. **Initial:** _____

Applicant(s) Agreement with ECDI

I/we hereby authorize the Economic and Community Development Institute (ECDI) to contact, obtain, and verify the accuracy of information contained in this application from all previous employment, educational institutions, citizen status, personal credit history, income verification, personal history as it relates to this application, and references. I/we hold harmless ECDI and its representatives for seeking, gathering, and using such information to make decisions. I/we consent to a background investigation as ECDI deems necessary to verify any and all personal history as it relates to this application.

I/we understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of my/our membership or participation in any ECDI Program whenever such cause may be discovered.

If I/we are accepted into an ECDI program(s), I/we acknowledge that there is no specified length of time and or engagement to ECDI and that this application does not constitute an agreement or contract for a

continuance with any ECDI program(s). I/we understand and agree that ECDI reserves the right as a condition precedent to loan approval to require that I/we successfully complete business training classes (at ECDI or an approved provider). The cost of ECDI required classes shall be at applicant's expense unless applicant(s) demonstrate inability to pay for classes in which case ECDI will assist with class costs.

Accordingly, either I/we or ECDI can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I/we understand that it is the policy of this organization not to refuse my/our participation or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I/we also understand that if I/we accept to participate in any ECDI program(s), I/we will be required to provide satisfactory proof of identity and any legal work authorization within the time frame that ECDI staff enrolls me/us in the Financial Literacy class. Failure to submit such proof within the required time shall result in immediate dismissal of participation in that particular training course and or other ECDI program(s).

In addition, I/we understand and hereby acknowledge that payment for and completion of trainings is required in order to become eligible for ECDI's loan and IDA products. However, I/we also understand and hereby acknowledge that payment for and completion of above-mentioned trainings does not guarantee the receipt of a loan from ECDI. **Initial: _____**

Non-Sufficient Funds, Stop Payment, Void and Reissue Check Policies

ECDI will charge clients a \$25.00 administration fee for any checks that are returned due to non-sufficient funds. A \$35.00 stop payment fee will be issued for each check that the client requests ECDI to place a bank stop payment. The fee to re-issue a check that was previously written is \$25.00 per check. The fee for this service will be collected immediately. **Initial: _____**

Wire Transfer Fee

ECDI will charge a \$20.00 wire transfer fee for all vendor payments requested to be made by wire transfer. This fee will be applied per bank involved and will be collected at the time of loan closing. **Initial: _____**

I/We represent and warrant that I/we have read and fully understand the foregoing, and that I/we seek ECDI's acceptance of enrollment to its program(s), training, individual counsel, business growth, or other program(s) not mentioned under these conditions.

Signature: _____ Date: _____

Print: _____

Signature: _____ Date: _____

Print: _____

Signature: _____ Date: _____

Print: _____

Signature: _____ Date: _____

Print: _____

Equal Credit Opportunity Act

The Federal Equal Opportunity Act prohibits creditors from discriminating against applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided that the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal agency that administrates compliance with this law concerning this creditor is the Federal Trade Commission, Equal Credit Opportunity, Room 500, 633 Indiana Avenue, N.W., Washington, DC 2058.

Nondiscrimination Statement

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, age, disability, religion, sex, and familial status. (Not all prohibited bases apply to all programs). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue S.W., Washington D.C. 20250-9410 or call (800)795-3272 (voice) or (202)720-6382 (TDD).