

# Industrial Development Authority of the City of Tucson

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335 N. Wilmot Road, Suite 420  
Tucson, Arizona 85711

Telephone (520) 882-5591  
Fax (520) 624-1728

## LOAN APPLICATION

### Organization Profile

Organization's Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Organized under the laws of what State? \_\_\_\_\_

Board Members Names: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Date Business Formed: \_\_\_\_\_ Date Incorporated: \_\_\_\_\_

Federal Identification Number: \_\_\_\_\_

Brief Description of Organization: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

501 (c)(3) Organization? Yes\_\_\_ No\_\_\_

IRS Determination Date: \_\_\_\_\_

Has the Organization declared bankruptcy? Yes\_\_No\_\_\_ If yes, please explain on a separate sheet of paper.

Has the Organization been a party to any lawsuit or anticipate being a party to any lawsuit? If yes, what was/is the nature of the lawsuit and what was the disposition or anticipated disposition? Please explain on a separate sheet of paper.

Does the Organization have any outstanding liabilities with the State of Arizona? (e.g. income taxes, or other penalties and/or fines) If so, please explain on a separate sheet of paper.

What efforts have been pursued to seek other sources of funding for this project?

\_\_\_\_\_

\_\_\_\_\_

Describe how this project meets the loan selection criteria (see Loan Policy):

\_\_\_\_\_

\_\_\_\_\_

**Use of Proceeds**

The requested loan funds will be used for the following purpose(s):

Land Purchase	\$ _____
Building Construction	\$ _____
Construction Contingency	\$ _____
Equipment Purchase	\$ _____
Leasehold Improvement Purchase	\$ _____
Purchase of Existing Business	\$ _____
Rehabilitation	\$ _____
Other:	\$ _____
_____	\$ _____
_____	\$ _____
Total Loan Request	\$ _____

Details on construction project(s) (location, size and type of facility, etc.), assets to be purchased (location, description, etc.), use of working capital and source of Borrower's equity:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How will this loan benefit your 501(c)(3) organization?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IDA LOAN FEES**

Application Fees (due with submission of application)	\$ 100.00
Commitment Fee (due upon final loan approval / non-refundable)	\$ 1%
Borrower is responsible for all Closing Costs and 3 <sup>rd</sup> Party fees	

THE INDUSTRIAL DEVELOPMENT AUTHORITY OF THE CITY OF TUCSON

LOAN APPLICATION

FINANCIAL STATEMENT

Name of Organization / Borrower:	Bus. Phone:
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Business Address:					
City, State & Zip Code					
<b>ASSETS</b>			<b>LIABILITIES</b>		
			Accounts Payable		\$
Cash on hand in bank	\$		Notes Payable to Banks and Others (Describe in Sect 2)		\$
Accounts and Notes Receivable	\$		Installment Account - Monthly Payments		\$
Real Estate (Describe in Section 3)	\$		Installment Account - Monthly Payments		\$
Other Assets (Describe in Section 4)	\$		Mortgages on Real Estate (Describe in Section 3)		\$
			Promissory Note (Describe in Section 4)		\$
			Unpaid Taxes (Describe in Section 5)		\$
			Other Liabilities (Describe in Section 6)		\$
Total	\$		Total		\$
<b>Section 1. Sources of Revenue</b>			<b>Contingent Liabilities</b>		
			As Endorser or Co-Maker		\$
Net Investment Revenue	\$		Legal Claims & Judgments		\$
Real Estate Revenue	\$		Provision for Federal Income Tax		\$
Other Revenue (describe below)*	\$		Other Special Debt		\$
<b>Description of Other Income in Section 1.</b>					
<b>Section 2. Notes Payable to Bank and Others (Use attachment sheet if necessary. Each attachment must be identified as a part of this statement and signed).</b>					
<b>Name and Address of Note holder(s)</b>	<b>Original Balance</b>	<b>Current Balance</b>	<b>Payment Amount</b>	<b>Frequency (Monthly, etc.)</b>	<b>How Secured or Endorsed Type of Collateral</b>
<b>Section 3. Real Estate Owned. (List each parcel separately. Use attachments, if necessary. Each attachment must be identified as a part of this statement and signed.)</b>					
<b>TYPE OF PROPERTY</b>	<b>PROPERTY A</b>		<b>PROPERTY B</b>		<b>PROPERTY C</b>
Name & Address of Title Holder					
Date Purchased					
Original Cost					
Present Market Value					

Name & Address of Mortgage Holder			
Mortgage Acct Number			
Mortgage Balance			
Amount of Payment per Month/Year			
Status of Mortgage			
Promissory Note			
<b>Section 4. Other Personal Property and Other Assets. (Describe and, if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment, and, if delinquent, describe delinquency.)</b>			
<b>Section 5. Unpaid Taxes. (Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any, a tax lien is attached.)</b>			
<p>I authorize The Industrial Development Authority of the City of Tucson, Arizona ("Tucson IDA")(or Business Development Finance Corporation ("BDFC"), Financial Advisor to the Authority, or Lotzar Law Firm, P.C., ("Lotzar") Counsel to the Authority) may contact third parties, including credit and reference checks, in regards to the loan applicant and its affiliates as necessary to verify the accuracy of the statements made and I hereby certify that the foregoing figures and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of obtaining a loan and any FALSE statements shall result in forfeiture of consideration for the loan.</p>			
Signature:	Title:	Date:	
Signature:	Title:	Date:	

**THE INDUSTRIAL DEVELOPMENT AUTHORITY OF THE CITY OF TUCSON**

**LOAN APPLICATION**

**REQUIRED LOAN DOCUMENTATION CHECKLIST**

This documentation is required for all loans and complete information is necessary to evaluate the borrower's loan request.

1. **Business Objective.** Enclose a business plan ("Project Plan") describing the Organization and stating the use of funds and plans for repayment of the loan.

2. **Use of Proceeds.** List the proposed uses of the Non-Profit Loan with detailed amounts for each use.
3. **Corporation.** Enclose the following documents:
  - a. Certified Articles of Incorporation (including Amendments)
  - b. Bylaws (including Amendments)
  - c. Certificate of Good Standing
  - d. Annual Reports filed with the Arizona Corporation Commission for the last two (2) years
  - e. Board Resolution(s) authorizing the application and signatories
4. **Tax Exempt Status Matters.** Enclosed the following documents:
  - a. IRS 501(c)(3) Determination Letter; and
  - b. IRS 990 and 990T for the last two (2) years
5. **Financial Documents.** Enclose the following documents:
  - a. Audited financial statements for the previous two (2) years of operation; and
  - b. Current financial statements on organization (no more than 90 days old)
6. **Encumbrances.** Summary of any outstanding loans, include detailed debt schedule and copies of any notes or any other evidence of indebtedness on behalf of the organization.
7. **Acquisition of Real Property.** If the loan request includes a real estate purchase, enclose a copy of the real estate contract.
8. **Real Estate.** Copies of deeds to real estate owned by the organization.
9. **Insurance.** Copy of fire, hazard, and/or liability insurance, if applicable (may be submitted after conditional approval and prior to loan closing).
10. **Security.** Enclose lists of collateral to be pledged on the proposed Non-Profit Loan.
11. **Application Fee:** \$100.00 payable to The Industrial Development Authority of the City of Tucson ("City of Tucson IDA")