

Dubuque Initiative Loan Application



The applicant shall complete this entire form, sign and provide all requested supporting documentation. Applicant is notified that the information contained herein will be utilized by ECIA to determine whether the Applicant meets eligibility requirements and is credit worthy.

General Business Information					
Business Applicant Legal Name:			Legal Structure:		Federal Tax I.D. #:
Applicant Mailing Address:		City:		County:	State: Zip:
Contact Name:		Phone:		Email:	
Nature of Business Operations:		# of Employees:	State Incorporated:		Date Established:

Loan Request Information	
Loan Request Amount:	Loan Purpose:
How has COVID-19 Impacted your Business?	

Applicant Eligibility (check all that apply):		
Applicant has 50 or fewer employees.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Applicant is located in the city of Dubuque.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Applicant has been negatively impacted by the COVID-19 pandemic.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Applicant does not have any pending litigation.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Applicant is not delinquent on any payment owed to the City (i.e. property taxes, assessments or fees, utility obligations, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
For any response marked 'no', explain:		

Business Principal Owners						
Identify each person or entity with at least 20% or more ownership interest in the Applicant. Attach additional sheet if needed.						
Name:	Social Security No.:	Birthdate:	Address:	Title:	Phone No.:	% of Ownership:

References		
Bank Name:	Contact Name:	Phone:
Accountant – Firm Name:	Accountant Name:	Phone:
Attorney-Firm Name:	Attorney Name:	Phone:



Certification, Authorization & Signature

EQUAL OPPORTUNITY:

The Federal Equal Opportunity Act prohibits creditors from discriminating against credit 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 administers compliance with this law is the Federal Trade Commission, Equal Credit Opportunity, Washington, DC 20580.

FINANCIAL PRIVACY:

ECIA commits to protecting any and all personal information provided in conjunction with a loan application, and also commits to collect and disclose this information only as allowed by law.

IDENTIFICATION PROCEDURES:

To help the government fight the funding of terrorism and money laundering activities, federal law requires ECIA to obtain, verify, and record information that identifies each person who applies for a loan. This means that you will be required to provide your legal name, address, date of birth, and other information, including a copy of a driver's license or other identifying document.

INDEMNIFICATION PROVISIONS:

Applicant(s) will indemnify and hold ECIA and/or its agents harmless from any and all loss or injury, including reasonable attorney fees, resulting or arising from failure by the applicant to receive such loan, and/or any loss or liability to applicants or the businesses of the applicant. All parties agree that there are no other promises, terms, or agreements (oral or written) between ECIA and the applicant business, and that the ECIA loan program rules and fees are subject to change at any time.

The undersigned certifies, warrants and represents that all information in this application and on each document required to be submitted herewith, including federal income tax returns are true, correct, and complete to the best of its knowledge, information and belief. Applicant understands and acknowledges that ECIA is relying on the information contained herein in making eligibility determinations and financing decisions and has the right to so rely. False information, in addition to disqualifying the applicant from any further consideration for financial assistance, may also subject applicant and the undersigned to litigation to recover ECIA's expenses related to reviewing this application and/or the costs to collect any loan balances.

The undersigned is an authorize signer on behalf of the applicant. The undersigned hereby consents to and authorizes ECIA staff's investigation into the credit worthiness of the applicant and applicant's principal owners. The undersigned authorizes ECIA to make such inquiries and gather such information as ECIA deems necessary and reasonable concerning any information provided to ECIA on their application or on any such required document, including inquiries to the Internal Revenue Service and any local credit bureau reporting agencies.

The applicant agrees to comply with all reporting requirements on forms supplied by ECIA. The applicant agrees to comply with all state and federal requirements.

The undersigned further agrees to notify ECIA promptly of any material change in any such information. Further, the undersigned understands that ECIA may share information regarding the application and loan documents with the city of Dubuque.

Business Applicant:		Date:	
By:		Title:	

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Additional Required Documentation (submit with application):

- Current interim financial statements dated within 60 days of the application.
- Last years **signed/dated** applicant tax returns or accountant prepared financials statements be submitted as a substitute
- Last years signed/dated tax returns of all owners with 20% or more interest in property or accountant prepared financials statements be submitted as a substitute
- Entity legal documents: Appropriate Evidence of Incorporation: Articles of Incorporation; Articles of Organization; By-laws; Board Resolutions; Certificate of Limited Partnership; Partnership Agreement; Tax-Exempt Status Letter; etc.
- Resolution or document authorizing the applicant to enter into a financial assistance agreement with ECIA
- Copy of driver's license for individual(s) authorized to execute on a loan for the applicant

Mail or deliver application materials to:

Dawn Danielson, Vice President-Development Coordinator
ECIA Business Growth
7600 Commerce Park
Dubuque, IA 52002

Questions:

ddanielson@ecia.org

563.690.5772