



Neighborhood Business Revitalization Guarantee

Lender Application

TO BE COMPLETED BY LENDER

This Application is to be used when an owner or developer is applying for a loan that will be used for construction or rehabilitation of real estate. Some component of commercial use is required (i.e., mixed-use property).

BORROWER NAME _____

LENDER NAME _____

LENDER ADDRESS _____

LOAN OFFICER _____

LENDER PHONE # _____ **LENDER FAX #** _____

Please assemble the complete application package in the following order. Failure to submit a complete application package will result in a delay in underwriting.

- _____ 1. Completed Lender Application and Lender's Questions.
- _____ 2. Completed Borrower Application and Owners/Borrowers Questions.
- _____ 3. Last 3 years of the Borrower's audited or reviewed financial statements and Federal Tax Returns. If Borrower has multiple entities, submit the most recent Financial Statement and tax return for each entity.
- _____ 4. Last 3 years of signed personal Federal Tax returns of each owner or guarantor.
- _____ 5. Personal Financial Statement of each owner of more than 20% or of each guarantor.
- _____ 6. Personal credit report of the owners or each individual with ownership of 20% or more.
- _____ 7. Environmental Reports (Phase I/ Phase II).
- _____ 8. At least 4 color photographs of the site itself and adjacent land uses from all directions. Also include all applicable street views.
- _____ 9. Evidence of site control: Copy of an option, offer to purchase or deed.
- _____ 10. Conceptual drawings: Sketches of site plan and building layout, if available.
- _____ 11. Copies of commercial tenant leases and most recent signed and dated financial statement of each tenant or signed letters of intent from prospective tenants.
- _____ 12. Resume(s) of owner(s)/borrower(s) with greater than 20% interest in the project. For non-profits, resumes of key management are required.
- _____ 13. Copy of Commitment Letter from all financing sources.
- _____ 14. Project documentation:
 - Bids or Estimates of costs
 - Appraisal, if available
 - Detailed Market Analysis, if available

Mail to:
Economic Development
WHEDA
PO Box 1728
Madison WI 53701-1728

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LOAN PROPOSAL

Proposed Interest Rate: _____ % Fixed Variable (cannot exceed Prime + 2.75%)

If Variable, Frequency of Rate Adjustment: Monthly Quarterly Annually Other _____

Proposed Guarantee %: _____ % Proposed Loan Amt: \$ _____

Term of Note: _____ Months _____ Years Amortization: _____ Months _____ Years

Payment Schedule: Monthly Quarterly Annually Other _____

SOURCES AND USES OF ALL PROJECT FUNDS

*Provide the **total** project costs including the proposed or actual financing source.*

	Lender/ WHEDA	Equity	Other:		Total
			Amount	Source	
Land (from page 10, line 28)	\$	\$	\$		\$
Building (from page 10, line 29)	\$	\$	\$		\$
Total Hard Costs (from page 9, line 8)	\$	\$	\$		\$
Total Soft Costs (from page 9, line 25)	\$	\$	\$		\$
Furniture/Fixtures	\$	\$	\$		\$
Machinery/Equipment	\$	\$	\$		\$
Other:	\$	\$	\$		\$
Other:	\$	\$	\$		\$
TOTAL	\$	\$	\$		\$

LENDER'S QUESTIONS

In order for your Application to be considered complete, the following questions must be answered. Failure to answer all questions will result in delays. Provide all answers on a separate sheet of paper.

NOTE: If you have prepared a credit analysis that addresses the information requested in the following questions you may submit that analysis in lieu of answering the questions. Please identify where the answers to the questions are in the credit analysis.

1. Provide your assessment of the strengths and weaknesses of the Borrower.
2. Provide your assessment of the strengths and weaknesses of the Development Team.
3. Provide the financing terms (amount, interest rate, term, amortization, monthly payment and collateral position) on all non-WHEDA debt. Identify the source(s) and amount of any equity contribution.
4. Provide your assessment of the construction budget and comment on its reasonableness. Identify the basis used for all projected costs (i.e., bids, estimates, etc.).
5. Assess the reasonableness of the owner's projected cash flow from the project. Comment on how the projected rents and expenses compare to similar projects in the same market.
6. Calculate the loan-to-value (LTV) on the WHEDA portion of the proposed project. Identify the collateral that will support the WHEDA project and the proposed lien position.
7. Provide your reasons for seeking a guarantee on this project.

LENDER CERTIFICATION

1. Based on the analysis and review performed by the lender, the lender believes that the borrower will be able to repay the proposed loan in full.
2. The lender certifies that without the Wisconsin Housing and Economic Development Authority's ("WHEDA") participation as outlined in the Loan Proposal section, the lender would not be willing to make this loan with the same terms and conditions.
3. Lender's employees, officers, directors or substantial stockholders do not have more than a 10% financial interest in the business requesting the guarantee.
4. The information presented in both the borrower's and the lender's applications and supporting information (submitted to WHEDA or retained in lender's own file) is true and accurate to the best of the lender's knowledge. The lender understands that submitting false or misleading information in connection with this application may result in the denial of the lender's request for guarantee. The lender further understands that the legal implications of receiving public or private funds or other property as a consequence of false representations and the use of such funds for any purpose other than those stated constitutes an act of fraud. False, misleading, or incomplete information may result in the termination of the guarantee.
5. The lender further acknowledges that this information is being submitted to WHEDA to assist in determining whether to provide the lender with a guarantee on the proposed loan. The lender acknowledges that WHEDA reserves the right to request additional information it deems necessary in making its decision.

Legal Name of Financial Institution: _____

Signature of Loan Officer: _____

Print Name: _____

Title: _____ Date: _____

TO BE COMPLETED BY THE BORROWER

APPLICANT INFORMATION

A. OWNER/BORROWER INFORMATION

Name:		
Legal Address:	State:	Zip:
City:	Phone #:	Fax #:
Contact Person:	E-Mail Address:	
Legal Entity:	<input type="checkbox"/> C-Corp <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Partnership <input type="checkbox"/> Sub S Corp <input type="checkbox"/> Not-For-Profit <input type="checkbox"/> Other: _____	
Legal Status (check one)	<input type="checkbox"/> Currently Exists <input type="checkbox"/> To be formed	Federal ID Number/Social Security Number _____ Estimated Date _____

B. DEVELOPMENT LOCATION (if different than in owner/borrower information)

Name:		
Address:		
City:	Wisconsin	Zip:
County:	Census tract:	

C. DEVELOPER INFORMATION (if different than in owner/borrower information)

Name:		
Address:	State:	Zip:
City:	Phone #:	
Contact Person:	Fax #:	
E-Mail Address:		

PROPOSED DEVELOPMENT TEAM *(Please complete all known at this time or mark N/A if not applicable)*

A. GENERAL PARTNER/MANAGING MEMBER OF OWNERSHIP ENTITY

Name:		
Address:	State:	Zip:
City:	Phone #:	Fax #:
Contact Person:	E-Mail Address:	

B. GENERAL CONTRACTOR

Name:		
Address:	State:	Zip:
City:	Phone #:	Fax #:
Contact Person:	E-Mail Address:	

C. ARCHITECT AND FIRM

Name:		
Address:	State:	Zip:
City:	Phone #:	Fax #:
Contact Person:	E-Mail Address:	

D. LEASING AGENT

Name:		
Address:	State:	Zip:
City:	Phone #:	Fax #:
Contact Person:	E-Mail Address:	

E. PROPERTY MANAGEMENT AGENT/ENTITY

Name:		
Address:	State:	Zip:
City:	Phone #:	Fax #:
Contact Person:	E-Mail Address:	

PROPOSED DEVELOPMENT TEAM (continued)

If the owner/borrower, developer and/or members of the development team are related or associated in any way, please describe the nature of the relationship. Examples of such overlapping interests or relationships include: family relationships; acting as a director, officer or owning stock in corporations; being partners (general or limited) or principals in a partnership; members in a limited liability company; or managing, advising or directing other corporate or business entities.

DEVELOPMENT SUMMARY

Commercial Use Only Commercial/Residential (mixed-use) Other: _____

DEVELOPMENT CHARACTERISTICS

A. SITE INFORMATION

Size of lot: _____

Current use of site: _____

Prior use(s) of site: _____

B. STRUCTURE INFORMATION

Number of Buildings: _____

Number of Floors: _____

Number of Commercial Units: _____

Gross Square Feet: _____

Number of Residential Units: _____

Gross Square Feet: _____

Other (explain): _____

Gross Square Feet: _____

DEVELOPMENT CHARACTERISTICS (continued)

C. PARKING INFORMATION

Is parking available? Yes (if yes please check box(es) below) No

Surface Underground Garage

Number of spaces: _____

Square footage: _____

D. AMENITIES (indicate C for commercial units, R for residential units and CR for both commercial and residential units)

	Common Laundry		Community Room		Security Systems
	Play Area		Other:		Other:
Unit Amenities					
	Range/Oven		Laundry hookup only		Cable TV Hookup
	Washer & dryer		Refrigerator		Carpet
	Fireplace		Dishwasher		Other:
	Central A/C		Patio/Balcony		Other:

E. UTILITIES

What utilities will the owner/borrower pay for in the commercial units?

What utilities will the owner/borrower pay for in any residential units?

Are all utilities currently available to the site? Yes No

If no, why not? _____

F. ZONING

Current zoning classification: _____

Is any rezoning required? Yes No

Is a conditional use permit required? Yes No

When is final zoning approval expected? _____

DEVELOPMENT CHARACTERISTICS (continued)

G. ADJOINING LAND USES

Describe adjoining land uses:	
North	
South	
East	
West	

H. NEAREST LINKAGES AND SERVICES *(complete if development contains more than 8 residential units)*

	Distance		Distance
Grocery Store		Elementary School	
Convenience Store		Middle School	
Shopping Center		High School	
Day Care Center		Other:	

ESTIMATED DEVELOPMENT SCHEDULE

Activity		Anticipated date	
1	Start of Construction		
2	Completion of Construction		
3	Lease-up Period:	From:	To:
4	Permanent Loan Closing		

CONSTRUCTION BUDGET

Your own budget spreadsheets may be substituted in lieu of completing the Construction Budget tables.

A. HARD COSTS			
1	New Structures (new construction)	\$	
2	Rehabilitation	\$	
3	Site Work/Excavation	\$	
4	Mortgage Payoff (refinance only) ¹	\$	
5	Surface Garage/Underground Parking	\$	
6	Contingency	\$	
7	Other:	\$	
8	TOTAL CONSTRUCTION HARD COSTS		\$
9	HARD COST PER SQUARE FOOT		\$

¹Cannot exceed 75% of total project amount.

CONSTRUCTION BUDGET (continued)

B. SOFT COSTS			
10	Marketing Expenses	\$	
11	Appraisals, Reports, Consultants	\$	
12	Environmental Assessment Report(s)	\$	
13	Operating & Rentup Reserves	\$	
14	Construction Interest (_____ months)	\$	
15	Real Estate Taxes (during construction)	\$	
16	Construction Insurance	\$	
17	Developer Fee	\$	
18	Architectural Fees	\$	
19	Surveys/Inspections/Engineer Fees	\$	
20	Legal/Accounting Fees	\$	
21	Title Insurance & Recording Fees	\$	
22	WHEDA Fees	\$	
23	Other:	\$	
24	Other:	\$	
25	TOTAL CONSTRUCTION SOFT COSTS		\$

CONSTRUCTION BUDGET (CONTINUED)

C. TOTAL COSTS			
26	Total Hard Costs from page 9 line 8	\$	
27	Total Soft Costs from page 9 line 25	\$	
28	Land Acquisition Cost	\$	
29	Existing Building(s) Acquisition Cost	\$	
TOTAL PROJECT COST:			\$

DEVELOPMENT RENTS

There must be commitments to lease at least 50% of the total space when applying.

A. Commercial Use

Tenant (provide name)	Size of Unit (Sq. Ft.)	Gross Monthly Rent	Total Annual Rent (total gross monthly rent x 12)	Triple Net Lease (check if yes)	Term of Lease
1.		\$	\$	<input type="checkbox"/> Yes	
2.		\$	\$	<input type="checkbox"/> Yes	
3.		\$	\$	<input type="checkbox"/> Yes	
4.		\$	\$	<input type="checkbox"/> Yes	
Total:		(a)\$	(c)\$		

B. Residential Use

Number of Bedrooms	Number of Units	Number of Units Leased Up	Size of Unit (Sq. Ft.)	Gross Monthly Rent per Unit	Total Monthly Rent (number of units x gross rent)	Total Annual Rent (total monthly rent x 12)
-bedroom				\$	\$	\$
-bedroom				\$	\$	\$
-bedroom				\$	\$	\$
Other:				\$	\$	\$
Total:				\$	(b)\$	(d)\$

After completing the table, please calculate the following:

C. Total Gross Monthly Rental Income (totals of a + b above) _____

D. Total Annual Gross Rental Income (totals of c + d above) _____

DEVELOPMENT INCOME

GROSS POTENTIAL INCOME (GPI):		Total Annual
1	Total Annual Gross Rental Income from page 10, item D	\$
2	Parking: # of spaces _____ X cost per space \$ _____	\$
3	Other Income: Describe	\$
4	Other Income: Describe	\$
5	Other Income: Describe	\$
6	TOTAL GROSS POTENTIAL INCOME	\$
7	Less Residential Vacancy (_____ %) (minimum 5%)	\$
8	Less Commercial Vacancy (_____ %) (i.e., commercial, parking, etc.)	\$
9	Less Parking Vacancy (_____ %)	\$
10	TOTAL VACANCY LOSS	\$
	EFFECTIVE GROSS INCOME (EGI)	
11	GPI (line 6 above) less Total Vacancy Loss (line 10 above)	\$

DEVELOPMENT EXPENSES

		Total Annual
1	EFFECTIVE GROSS INCOME (EGI) from page 11, line 11:	\$
	ADMINISTRATIVE:	
2	Management Fee (_____ % of EGI)	\$
3	Wages and Benefits - Office Staff	\$
4	Audit/Legal/Accounting	\$
5	Administrative - Other <i>(Include detail on separate page)</i>	\$
6	TOTAL ADMINISTRATIVE	\$
7	Utilities	\$
8	Operating & Maintenance	\$
9	Insurance	\$
10	Replacement Reserve	\$
11	Real Estate Taxes	\$
12	Other <i>(Include detail on separate page)</i>	\$
13	TOTAL EXPENSES	\$

CASH FLOW

14	Effective Gross Income (page 11, line 11)	\$
15	Less Total Expenses (page 11, line 13)	\$
16	Net Operating Income (EGI {line 14 above} less Total Expenses {line 15 above})	\$
17	Less Debt Service (Annual P & I of Total Project)	\$
18	Projected Cash Flow (line 17 less line 16)	\$

JOB CREATION, RETENTION AND QUALITY

Provide the number of full-time equivalent (FTE) positions expected to be created and/or retained as a direct result of this project. For each salary level, also indicate the number of positions (new and retained combined) where benefits will and will not be furnished. Benefits are defined as medical, dental, vision, or other health-related insurance whose premiums are subsidized by the employer/business.

ANNUAL SALARY RANGE	TEMP/CONST JOBS CREATED ¹	PERM JOBS CREATED ²	PERM JOBS RETAINED ³	INSURANCE	
				BENEFITS	NO BENEFITS
< \$20,000					
> \$20,000 and < \$30,000					
> \$30,000 and < \$50,000					
> \$50,000 and < \$70,000					
> \$70,000					
TOTAL					

¹ Temp/Const Jobs Created: New non-permanent positions that will be created during the development/construction of this project.

² Perm Jobs Created: FTE positions that do not currently exist that would be created if the project is completed.

³ Perm Jobs Retained: FTE positions that currently exist that would be lost if the project was not completed.

LEVERAGING SUPPORT

Provide a list of the amounts and sources of other funding used in conjunction with this project.

FUNDING SOURCE	AMOUNT	TYPE
Matching Funds (provide source under "Type")	\$	
Community Involvement (types include TIF, grants, revolving loan funds, etc.)	\$	
Other Credit Enhancement/Loan Guarantee (types include SBA, USDA, etc.)	\$	
TOTAL		

ECONOMIC IMPACT

Provide answers to and explanations for the following:

	YES/NO	EXPLANATION
Will the project provide a service not currently available in the community?		
Will the project support other businesses in the community?		
Will the project provide entry-level jobs in high unemployment areas?		

OWNER/BORROWER QUESTIONS

Provide all answers on a separate sheet of paper. Sign and date each page.

1. Describe the proposed project and how it will contribute to neighborhood development and revitalization. Indicate the estimated number of jobs that will be created during the construction of the project.
2. Provide a brief history of the Borrower, their operating history and their business mission. Identify the key principals and their commercial real estate development experience.
3. Describe the commercial real estate development experience of the development team including the developer, contractor, and management agent. Include the number of commercial real estate projects completed and units managed.
4. Identify the proposed commercial tenants and provide their most recent financial statement or first two years of projections for startups. Indicate the estimated number of permanent full time positions that will be created as a result of the project.
5. Provide a summary of the current market conditions and trends where the project will be located. Identify existing and planned projects that will compete with your project and explain how the project will differentiate itself from other commercial real estate developments in the same area. Complete the comparable property information on the following page.

COMPARABLE PROPERTY INFORMATION

Comparable #1

Development Name _____
 Address _____
 City _____

Property Age _____
 Distance in Miles _____
 From Subject Site _____

Commercial Space: Number of Units _____ Unit Square Feet _____ Rent per Square Foot \$ _____
 Residential Space:

Number of Bedrooms	Number of Units	Unit Square Feet	Rent	Tenant-Paid Utilities			Gross Rent	Number of Vacant Units
				Heat	Water	Electric		
			\$	\$	\$	\$	\$	
			\$	\$	\$	\$	\$	
			\$	\$	\$	\$	\$	
			\$	\$	\$	\$	\$	

Comparable #2

Development Name _____
 Address _____
 City _____

Property Age _____
 Distance in Miles _____
 From Subject Site _____

Commercial Space: Number of Units _____ Unit Square Feet _____ Rent per Square Foot \$ _____
 Residential Space:

Number of Bedrooms	Number of Units	Unit Square Feet	Rent	Tenant-Paid Utilities			Gross Rent	Number of Vacant Units
				Heat	Water	Electric		
			\$	\$	\$	\$	\$	
			\$	\$	\$	\$	\$	
			\$	\$	\$	\$	\$	
			\$	\$	\$	\$	\$	

Comparable #3

Development Name _____
 Address _____
 City _____

Property Age _____
 Distance in Miles _____
 From Subject Site _____

Commercial Space: Number of Units _____ Unit Square Feet _____ Rent per Square Foot \$ _____
 Residential Space:

Number of Bedrooms	Number of Units	Unit Square Feet	Rent	Tenant-Paid Utilities			Gross Rent	Number of Vacant Units
				Heat	Water	Electric		
			\$	\$	\$	\$	\$	
			\$	\$	\$	\$	\$	
			\$	\$	\$	\$	\$	
			\$	\$	\$	\$	\$	

OWNER/BORROWER DISCLOSURE

1. Are all of the owners/borrowers U.S. Citizens? Yes No
If no, attach copy of Alien Registration Card (Form I 688 or I 551).
2. Have the owners/borrowers ever been convicted of any criminal offense other than minor motor vehicle violations?² Yes No
3. Do any unsatisfied judgments exist against the owners/borrowers?² Yes No
4. Have the owners/borrowers been involved in any litigation, including real estate foreclosure or bankruptcy within the past 7 years?² Yes No
5. Are any of the owners/borrowers delinquent in child support or maintenance payments?² Yes No
6. Are any of the owners/borrowers delinquent on any of the following taxes: Federal Income, State Income, FICA, Unemployment, Real Estate, Personal Property, Sales & Withholdings?² Yes No

²If any of the questions 2-6 were answered "Yes", attach a detailed explanation signed and dated by the borrower.

OWNER/BORROWER DEVELOPMENT EXPERIENCE

Total number of projects developed to date: _____

Total number of units developed to date: _____

Type of units: (i.e. Commercial, Residential, Mixed-Use): _____

Please attach a list of the names and addresses of these developments, number of units, occupancy percentage and indicate what percentage of each is owned by the owner/borrower.

ACQUISITION DISCLOSURE

Current Owner:		
Property Acquisition Price: \$	Date of Acquisition	<input type="checkbox"/> Land Only <input type="checkbox"/> Building(s) and Land

OWNER/BORROWER CERTIFICATION

The undersigned hereby acknowledges and certifies to the Wisconsin Housing and Economic Development Authority ("WHEDA"), individually and on behalf of the Owner/Borrower as part of this application for a WHEDA guarantee in the amount of \$_____ for the _____ (the "Development") as follows:

1. The information presented in this application and the accompanying supporting information is true and accurate and has been prepared with due diligence. The Borrower understands that submitting false or misleading information in connection with this application may result in the Borrower being found ineligible for financial assistance. The Borrower further understands that the legal implication of receiving public or private funds or other property as a consequence of false representations and the use of such funds for any purposes other than those stated constitutes an act of fraud.
2. The Owner/Borrower agrees to indemnify and hold harmless WHEDA, its members, officers, employees and agents, from and against, any and all claims, suits, damages, costs and expenses arising out of WHEDA's review of and decisions with regard to the application. WHEDA's analysis and review of the application and related documentation is for its own purposes. The Owner/Borrower is not entitled to rely on such analysis and review. WHEDA is not responsible for any actions taken by the Owner/Borrower in reliance on a prospective loan guarantee commitment from WHEDA. WHEDA is not liable for damages resulting directly or indirectly from such actions. A loan guarantee commitment does not exist until WHEDA has issued a Loan Authorization.
3. Your signature on the authorization below will permit WHEDA to make requests of any individual, firm or other normal sources of debt or credit information. Without your express written consent, however, WHEDA will not unnecessarily release credit information to any individual or firm not affiliated with WHEDA, or not related to the transaction under consideration. Your authorization will also permit WHEDA and its commonly-controlled entities to exchange account and credit information from time to time with any of the banking or non-banking affiliates of WHEDA.
4. The borrower, by initialing the line below, grants permission to WHEDA to issue a press release of the Loan Guarantee Approval. _____ Owner/Borrower Initials

Name of Owner/Borrower:

By: _____

Date: _____

Name and Title