

# **HUNTINGTON – IRONTON EMPOWERMENT ZONE**

## **ZONE LOAN APPLICATION LIST OF EXHIBITS**

Applications will not be processed until all required exhibits are submitted.  
Completed applications will be reviewed  
30-60 days after submission of all required exhibits.

**Applicant:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Exhibit #      The following information is required:**

1. \_\_\_\_\_ A cover letter, summarizing the application. Include a statement regarding the need for assistance and the type of assistance required.
2. \_\_\_\_\_ Completed Zone Loan Application including a Schedule of Liabilities (Signed and Dated)
3. \_\_\_\_\_ Map of the city indicating location of project within the Empowerment Zone
4. \_\_\_\_\_ Certificate of Incorporation or Partnership Agreements (if applicable)
5. \_\_\_\_\_ Business financial statements and/or tax returns for previous three years (if applicable)
6. \_\_\_\_\_ Personal financial statement and federal tax returns for past two years from all owners with 20% or more ownership
7. \_\_\_\_\_ Business Plan (for businesses with less than two years history)
  - \_\_\_\_\_ Executive Summary
  - \_\_\_\_\_ Company Description
  - \_\_\_\_\_ Market Analysis and Evaluation
  - \_\_\_\_\_ Marketing Plan
  - \_\_\_\_\_ Management Plan
  - \_\_\_\_\_ Financial Plan
  - \_\_\_\_\_ Appendices and Supporting Data
8. \_\_\_\_\_ Property and/or equipment appraisals (if applicable)

**RLF LOAN APPLICATION LIST OF EXHIBITS (continued)**

9. \_\_\_\_\_ Financial commitment letter (if applicable)

10. \_\_\_\_\_ Non-refundable application fee

**Real Estate Applicants must also complete Lines 11-15**

11. \_\_\_\_\_ Project floor plans, site plans and approvals (if applicable)

12. \_\_\_\_\_ Project's development timetable

13. \_\_\_\_\_ Evidence of project site control

14. \_\_\_\_\_ Environmental/regulatory approvals and/or historical designation

15. \_\_\_\_\_ Cost estimates for construction and/or renovation work to be performed