



VERMONT BUSINESS ENERGY CONSERVATION LOAN PROGRAM APPLICATION FOR LOANS FROM \$5,000 TO \$150,000

10/29/09

Section A: Business Description

Business Name: _____

Borrower (if different from above): _____

Business Address: _____

City, State and Zip Code: _____

Project Site Address: _____

City, State and Zip Code: _____

Business Telephone Number: _____ Fax: _____

E-Mail address: _____

Web Site Address: _____

Federal Tax ID Number: _____ DUNS No. _____

Form of Organization:

Proprietorship Partnership Corporation Subchapter S Corp.

Section B: Ownership/Applicant Name(s)

Name: _____

Address: _____

City, State and Zip Code: _____

Telephone: _____

SS #: _____ DOB: _____ % Ownership: _____

E-Mail Address: _____

Name: _____

Address: _____

City, State and Zip Code: _____

Telephone: _____

SS #: _____ DOB: _____ % Ownership: _____

E-Mail Address: _____

Primary Contact

Name: _____

Telephone Number: _____

FAX Number: _____

E-Mail Address: _____

Section C: The Loan Request

Project Cost: _____

Your Down Payment: _____

Other Financing (list if any): _____

(This may include grants/incentive payments, other loans, etc. – please indicate source)

Loan Amount Requested: _____

Statement of the scope of the work and the changes in the building systems which will affect energy efficiency:

Please provide a detailed listing of assets to be purchased with Project loan proceeds: (Attach additional sheet if necessary)

Description	Material costs \$	Labor Costs \$	Other costs \$

Please calculate the estimated payback period for the Project improvements/equipment: (=Project cost/annual savings): _____

COLLATERAL INFORMATION

Please provide a list of assets available as loan collateral, including a full description, value, method of valuation, who owns the collateral (if different from the Applicant) and, if financed, amount of existing debt and lienholder name:

Section D: PERSONAL FINANCIAL INFORMATION

All financial information will be kept confidential

Section 1 – Statement of Financial Condition as of (date): (In \$ omit cents)

Assets (Do not include assets of doubtful value)	(Individual)	(Joint)	If Joint, with whom	Liabilities	(Individual)	(Joint)	If Joint, with whom
Cash, Checking & Savings, CD's				Notes payable to banks & others			
U.S. Gov't & marketable securities				Due to Bankers			
Non-marketable securities				Amounts payable to others-secured			
Securities held by broker in margin accounts				Amounts payable to others – unsecured			
Restricted, control or margin account stocks				Accounts & bills due			
Real estate owned				Unpaid Income Tax			
Accounts, loans & notes receivables				Other unpaid taxes & interest			
Automobiles				Real estate mortgages payable			
Cash surrender value-life insurance							
Vested Interest in deferred compensation/profit-sharing plans							
Business ventures							
Other assets/personal property itemize				Total Liabilities			
				Net Worth			
Total Assets				Total Liabilities and Net Worth			

Section 2 – Annual Income For Year Ended _____

Annual Income	Individual	Joint	Annual Expenditures	Individual	Joint	Contingent Liabilities Estimated Amounts	Individual	Joint
Salary, bonuses & commissions	\$		Mortgage/rental payments	\$		Do you have any . . .	Yes	No
Dividends & Interest			Real estate taxes & assessments			Contingent liabilities (as endorser, co-maker or guarantor?) . . .	<input type="checkbox"/>	<input type="checkbox"/>
Real Estate income			Taxes-federal, state & local			(On leases? On contracts?)	<input type="checkbox"/>	<input type="checkbox"/>
Other Income (alimony, child support, or separate maintenance income need not be revealed if you do not wish to have it considered as a basis for repaying this obligation.)			Insurance Payments			Involvement in pending legal actions?	<input type="checkbox"/>	<input type="checkbox"/>
			Other contract payments (car payments, charge cards, etc)			Contested Income tax liens?	<input type="checkbox"/>	<input type="checkbox"/>
			Alimony, child support, maintenance			Any estimated capital gains tax on this unrealized asset appreciation?)	<input type="checkbox"/>	<input type="checkbox"/>
			Other Expenses			Other Special debt or circumstances?	<input type="checkbox"/>	<input type="checkbox"/>
						If yes to any question(s) describe:		
Total Income	\$		Total Expenditures	\$				

Section E: General Information

Are you or your business a party to any claim or lawsuit? Yes No

If yes, describe: _____

Have you or your business ever filed for protection under bankruptcy laws, or settled debt for less than the amount owed?

Yes No If yes, please provide details on a separate page.

Do(es) the applicant(s) or business have any previous or pending criminal charges or criminal convictions (other than minor motor vehicle violations)?

Yes No If yes, please provide a brief written description on a separate page.

Does the business owe any State or Federal taxes for prior years, or do you have any judgments against you for that liens?

Yes No If yes, please provide details on a separate page.

Section F: Insurance Coverage

Insurance agent: _____ Tel: _____

Address: _____

Description of coverage: _____

Section G: (This section to be completed only for loans under \$20,000. – Skip to Section H if your loan request is over \$20,000)

Please provide the following information on: (Attach additional sheets if necessary)

- General Company Description
- Products and Services
- Customers
- Marketing Plan
- Financial Projections
- Management and Organization

Section H:

Please submit your personal and business (if any) tax returns for the last two years.

Section I: Business Plan and Financial Information (only for loans over \$20,000)

(Please attach additional sheets with this information)

Business Plan.

(A template containing suggested information and format is appended) All of the information on this template may not apply to all applicants and/or businesses. Please submit appropriate information for your business.

Business Financial Information. Please provide the following:

1. Current interim income statement and balance sheet for this year-to-date.
2. Schedule of business liabilities, including: each creditor’s name, contact, address, phone number, original balance, current balance owed, maturity, current payment, and interest rate. Please note if presently in arrears on any loan payments.
3. Schedule of contingent liabilities, including: amounts that may be due, to whom and under what circumstances.
4. A resume of business experience from each principal.
5. Business financial statements and tax returns for at least the last two years. These should include both income statements and balance sheets for both years

Section J: Efficiency Vermont Information

Please include with your application the following information:

Current energy usage for systems involved in the proposed upgrade, and estimated energy savings after the energy upgrade expressed in KWh (electrical savings) or units of fuel.

Electrical account number(s) and fossil fuel account numbers and dealer names that will be affected by the changes.

2 years relevant fuel use history (oil, gas, wood, etc.)

Certification by the applicant or an authorized representative that energy efficiency improvements will conform with the requirement of the 2005 Vermont Guidelines for Energy Efficient commercial Construction.

(<http://publicservice.vermont.gov/energy.efficiency/ecommstandards>)

Projects submitted that do not include all of the necessary documentation listed above will be returned to the applicant with a description of the additional information required to process the loan.

Efficiency Vermont has extensive experience in identifying efficiency measures which can increase the savings for proposed system upgrades. Evaluation and analysis for upgrade enhancements necessarily requires more time than review of the upgrade submitted, but can often result in additional energy savings, and in some cases, higher cash incentives. If Efficiency Vermont identifies additional energy savings which could be obtained from modifying your project, an Efficiency Vermont Project Manager will contact you to discuss energy savings enhancements.

Section K: Authorization

I/We, the undersigned, affirm that all statements made on this Application are accurate and complete. I/We also agree to notify the Lender of any material changes in the information shown on this sheet or the accompanying documents. The Lender is hereby authorized to gather and verify credit information about me/us and to respond to credit inquiries about my/our accounts. Any information released by Lender will be in accordance with the Fair Credit Reporting Act. I/We understand that all application information will remain the property of the Lender. I/We understand that the Lender's lending decision may be a matter of public record.

Signature: _____ Title: _____ Date: _____

Signature: _____ Title: _____ Date: _____

BUSINESS PLAN TEMPLATE

A comprehensive business plan is very important part of your application for your lender. If properly and thoughtfully completed, it can also serve as an important tool for your business. A complete business plan should (at a minimum) include the following information:

- a. A description of the business and the products or services produced or provided including:
 1. Size and character of the market for the business' products.
 2. Principal competitors and their market shares.
 3. Percentage of sales represented by your top 5 customers.
 4. Competitive advantage (e.g., price, performance, delivery, service, etc.).
- b. Marketing plan:
 1. Sales & Distribution Channels
 2. Advertising/promotion strategy
- c. A description of management structure, including key personnel and their functions.
- d. Business location including consideration for labor pool, transportation, utilities and expansion possibilities.
- e. Production plan: (if applicable)
 1. Production capabilities including programs for:
 - a) Production management and scheduling;
 - b) Inventory control (e.g., is product produced for each job or produced for stock?); and
 - c) Quality control.
 2. Present production capacity. How will the project affect production capacity:
 3. Discuss the availability and price of key raw materials. Where do you source key materials? Are you dependent on any one source?
 4. Discuss contingencies for future expansion or contraction.
- e.

Additional information and resources on business plan preparation may be found at www.thinkvermont.com/sbdc.