



Department of Planning and Development

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8500, Fax: (314) 862-3168

**City of University City
SMALL BUSINESS FORGIVABLE LOAN PROGRAM**

**COVID-19 FORGIVABLE LOAN
APPLICATION FORM
(Round 1)**

I. Applicant Information

Applicant's Name: _____

Name of Business: _____

Business Address: _____

Email Address: _____

Business Owner (1)

Home Address: _____ Home Phone #: _____

Business Phone # _____ Federal I.D. # _____

Social Security # _____ Percent of Ownership of the business: _____

Percent of Ownership of the property, if applicable: _____

Business Owner (2)

Home Address: _____ Home Phone #: _____

Business Phone # _____ Federal I.D. # _____

Social Security # _____ Percent of Ownership of the business: _____

Percent of Ownership of the property, if applicable: _____

If there are additional business owners, please attach a separate sheet with the above information.

Borrowing Entity (Select One)

____ S Corporation ____ C Corporation ____ Partnership

____ LLC ____ Sole Proprietorship Other: _____

Do you own or lease the space where your business is located?

_____ Own _____ Lease:

If lease, what is the term of your lease?

Business Square Footage: _____

Is your Business Registered/Incorporated with the
Secretary of State? Y _____ N _____

What is your Business's Registered Name? _____

Is your Business registration active? Y _____ N _____

If yes, please provide the Expiration Date: _____

Brief Description, Type and History of Business: (Products, hours, clients, etc.)

Does the Business Have a Current Business License? Yes _____ No _____

Date and Year Business Opened: _____

Date Business Opened at this location: _____

Previous Location of Business: _____

Number of Years at Previous Location: _____

Is this business a franchise? Yes _____ No _____

Is the business part of a chain consisting of more than 4 units? Yes _____ No _____

Is the business a private club? Yes _____ No _____

Is the business a home occupational business? Yes _____ No _____

Use of Loan Funds

These loan funds are designed for qualified small retail businesses located within University City that have contributed 2019 retail sales tax to the Economic Development Retail Sales Tax fund.

Please describe the specific intended use of this loan:

III. Required Information: Please provide the following information:

- Current Lease or Tax Bill
- Federal or State Loan Approval Certification/Documentation (*Required For Round 1 Applications*)
- Current Financial Statements
- Certify on page 4 you were current with sales tax, other taxes, rent/mortgage, utility, and employee payments prior to the March 23, 2020 St. Louis County Department of Public Health's "Stay at Home Order". If you have any outstanding delinquent obligations (such as tax liens, judgments, etc), please provide an explanation of the payment plan for these obligations, including the amount outstanding and who is owed. Please provide a copy of the plan and proof that you are making payments as agreed.
- Certify on page 4 the use of loan will be used for basic business operating expenses at your location, including utility payments, payment to suppliers, payment to service providers, payroll or other day to day business expenses. However, certification does verify applicants understanding that this loan cannot be used for capital expenditures or rent.

IV. Acknowledgements and Understandings

- The applicant understands that acceptance of this application in no way implies that the loan will be approved and that the application is not a commitment to provide financing.
- All information in this application and the Exhibits are true and complete to the best of the applicant's knowledge and are submitted so that the University City Department of Planning & Development staff can decide whether to grant a loan to the applicant.
- If the applicant makes a statement that the applicant knows to be false or if you over-value a security in order to help obtain a loan, the City reserves the right to terminate any commitment to provide financing or to call any loan(s) made to the applicant.
- The applicant understands that confidential retail sales tax information will be used by University City to determine the amount of the loan, and the applicant waives any confidentiality of that information under Section 32.057 RSMo and all other applicable laws in connection with this application.
- The applicant understands that the application and loan documents may be open public records under the Missouri Sunshine Law, Section 610.010 RSMo et seq., and the applicant authorizes University City to make such documents available to the public as open public records to the extent University City deems it consistent with the Missouri Sunshine Law and all other applicable laws.

- The applicant hereby agrees that it will comply with all federal, state and local laws and regulations enforced to the extent that they are applicable to such assistance, including conditions set forth in this application.
- The applicant acknowledges that this loan may be forgiven if business complies with the “Funding Qualifications” conditions identified within the applicable loan round. If the applicant fails to comply with the conditions the term of the loan will default to two years at an annual rate of .5%.

I have read and understand the above information:

Applicant Name (Please Print)

Date

Applicant Signature

Required Certifications

By executing this document, I am certifying that the following statements are true:

- The information I have provided in the attached application for a loan is true and accurate;
- Proceeds from this loan will be used for basic business operating expenses per program guidelines;
- As of March 23, 2020, my business was current, or in good standing by virtue of compliance with a mutually agreed to payment plan, on all obligations to pay taxes (including sales, payroll and property taxes), rent, utilities, and payroll;
- I have a current business lease:
- OR I own the property where my business is located and do not have a lease: _____

Applicant Name

Business Name

Signature

Date