



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 4)**

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.)

Date and Year Business Opened: _____

Date Business Opened at this location: _____

Previous Location of Business: _____

Number of Years at Previous Location: _____

○ Is this business woman or minority owned? Minority _____ Woman _____ N/A _____

○ Does the business have a current University City Business License, AND had a University City Business License by March 2020? Yes _____ No _____

○ Does the business have a current University City Occupancy Permit? Yes _____ No _____

○ Does the business have any outstanding code violations? Yes _____ No _____

If yes, please describe: _____

○ Is this business a franchise? Yes _____ No _____

If you answered yes, you will need to show a demonstrated need based upon individual ownership operations.

○ 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 _____

If you answered yes, you will need to documentation proof of for profit "home occupation" as indicated in section III on page 3.

- Has the business suffered a minimum of 20% decrease in revenue from March 21, 2020 to the date of this application when compared to the same time frame in 2019? Yes_____ No_____

- Will the business retain 50% of their employee workforce that existed immediately prior to March 21, 2020, for at least two years after the final payment of loan funds? Yes_____ No_____

- Will the business reopen or be open within two weeks after the first payment of loan funds and remain open in University City for at least two years after the final payment of loan funds?
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
- Current Financial Statements
- Documentation illustrating need based upon individual ownership operations (If the business is part of a franchise system).
- Documentation proof of for profit “home occupation” as defined in Zoning Code Section 400.030 and in compliance with Zoning Code Sections 400.1310 to 400.1340 (If the business is home based).
- 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 that 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 the applicant’s 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 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 meets the “Funding Qualifications” and “Business Eligibility” criteria in the Program Guidelines for Round 4. If the applicant fails to meet the conditions, the term of the loan will be two years, commencing on the final payment of loan funds, 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 the Program Guidelines for Round 4, which I have received and read;
- 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;
- If my business is part of a franchise system, it is an individually owned franchisee location and does not receive funding or assistance from a franchisor.
- My business has 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

*Please submit your application to: Clifford Cross, 6801 Delmar, University City, MO, 63130 or via email:
ccross@ucitymo.org or jwendt@ucitymo.org*