



Growing Businesses, Building Communities

AFFORDABLE HOUSING APPLICATION CHECKLIST

Please complete the attached loan application, provide all requested documentation, and mail to:

Texas Mezzanine Fund, Inc.
320 S. R.L. Thornton Freeway, Suite 110
Dallas, Texas 75203
214-943-5900
214-943-5905 Fax

- Completed Signed Application**
Fill in all blanks. Please be sure to have each principal complete, **sign** and **date** the application.
- Debt Schedule**
List all existing business debt including capital leases.
- A Personal Financial Statement for each Principal, owning 20% or more of the business.**
- Most Recent Tax Return for each Principal**
Complete with all supporting schedules.
- Three Years of Complete Financial Statements**
Including balance sheet, income statement and cover letter if statements prepared by a CPA.
- Past Three Year's Tax Returns of Business**
- Current Interim Financial Statement, dated within the past 90 days**
- Financial Projections and Assumptions**
You must provide financial projections for at least two years if in business less than three years, and/or when seeking business expansion funds.
- Business Plan**

TEXAS MEZZANINE FUND, INC.
AFFORDABLE HOUSING LOAN APPLICATION

LOAN AMOUNT

TMF will consider first and second lien loans, with the maximum loan up to \$500,000.

RATES AND PRICING

Loan Rates are priced to market and risk assessment, generally indexed to the WSJ Prime.

COMPANY INFORMATION

Legal Name (under which tax returns are filed)	Business Telephone ()			Tax Identification Number of Business
Location Address	City	State	Zip Code	Primary Contact
Mailing Address (if different)	City	State	Zip Code	Social Security Number

TYPE OF ORGANIZATION

For-Profit _____

Non-Profit _____

REQUEST

Loan Amount and Uses: \$ _____

Pre-Development: \$ _____

Lot Acquisition: \$ _____

Construction: \$ _____

Equity Injection: \$ _____

IF FOR-PROFIT

Ownership Information: List all owners and provide Ownership Information. List all owners and provide a Personal Financial Statement for those with 20% or more ownership.

Name: _____ % of Ownership: _____ Title: _____

Name: _____ % of Ownership: _____ Title: _____

Name: _____ % of Ownership: _____ Title: _____

Name: _____ % of Ownership: _____ Title: _____

IF NON-PROFIT PROVIDE

Articles of Incorporation _____

By-Laws _____

Listing of Current Board of Directors _____

501(c)(3) exempt status _____

FINANCIAL INFORMATION

_____ Previous three years financial statements (unless audited financial statements available).

_____ Previous three years tax returns.

_____ Interim financial statements (within 90 days).

_____ Current financial statements for each owner/partner/member greater than 20%.

_____ Partnership Agreement, Assumed Name Certificate, Articles of Incorporation/By-Laws as required.

PRIMARY BANKING RELATIONSHIPS

Bank Name: _____ Credit Line Amount: _____

Bank Name: _____ Credit Line Amount: _____

Bank Name: _____ Credit Line Amount: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS

1. Has the applicant used or done business under any other name? ____ Yes ____ No
2. Is the applicant involved in any litigation or other legal claims or proceedings? ____ Yes ____ No
3. Has the business ever been through bankruptcy or settled any debts for less than the amount owed? ____ Yes ____ No
4. Has the applicant been involved in any foreclosure proceedings? ____ Yes ____ No
5. Does the business owe any past due taxes? ____ Yes ____ No
6. Is the applicant contingently liable as an endorser or guarantor? (Include any leases, e.g., vehicle, equipment, premises)
____ Yes ____ No
7. Please provide the name of the individual(s) authorized to negotiate and enter into the proposed loan transaction on applicant's behalf. _____

If YES to any, please describe: _____

PROJECT INFORMATION (provide as applicable)

1. Sales contract if Land/Lot Acquisition
2. Development/Construction Budget – detailing all hard and soft costs
 - a. Per Unit – number of lots, size of lots, average cost/sales price per lot
 - b. Per House – number to be constructed, square footage, estimated sales price
3. Describe terms of other financing as applicable: HUD, CDBG, Senior Financing, Grants
4. Plans and specifications
5. Site Survey
6. Construction Schedule

TMF may require additional project information including, but not limited to, environmental studies, zoning data, feasibility/market study, etc.

SIGNATURES

The signer(s) certifies that he/she is authorized to execute this Application for the business named above (“Applicant”), and that all information and documents submitted, including federal income tax returns are true, correct, and complete. The signer(s) authorizes TMF (“Lender”) to obtain consumer and/or business reports, including inquiries to the Internal Revenue Service or the Franchise Tax Board, in their names as individuals at any time.

The signer(s) further agrees to notify the Lender promptly of any material change in any such information. The signer(s) further authorizes the Lender to obtain balance payoff information on all accounts requiring payoff as a condition of granting credit. If the Applicant is a corporation or partnership, all ownership/principals listed must sign and include their title. **The signer(s) understands and agrees that this application is subject to final credit approval.**

Signer Title Date

Signer Title Date

Signer Title Date

DEBT SCHEDULE

Please List All Existing Real Estate and/or Business Debts

Creditor Name/Address	Original Amount	Original Date	Present Balance	Interest Rate	Maturity Date	Collateral/Purpose (pre-development; land/lot acquisition/construction)
	\$		\$			
Total Present Balance*			\$			

* Total must agree with the balance shown on the current financial statement.

PERSONAL FINANCIAL STATEMENT

Joint Individual Statement of Financial Condition as of _____, 20____

Please complete information concerning your spouse unless you are relying solely on your separate property for repayment of the credit and your spouse will not be contractually liable for the credit. In Texas, salaries and other income are community rather than separate property. In all cases, indicate marital status. Alimony, child support, and maintenance income need not be disclosed if you choose not to rely on such income in applying for credit.

Name:		Occupation:		Business or Employer:		Years:	
Address:		City:	State:	Zip:	Address:		City: State: Zip:
Phone:	Soc. Sec. Number	Date of Birth:		Phone:			
Are you a citizen of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Unmarried <input type="checkbox"/> Separated				Number of Dependents:			
Spouse Name:		Soc. Sec. Number		Date of Birth:		Business or Employer: Years:	

Assets		In Dollars Omit Cents	Liabilities		In Dollars Omit Cents
Cash (See Sched. 1)	Checking	\$	Bank Debt (See Sched. 1)	Unsecured	\$
	Savings and CD's			Secured	
Securities (See Sched. 2)	Marketable		Other Payables (See Sched. 5)	Unsecured	
	Non-Marketable			Secured	
Real Estate (See Sched. 3)	Homestead		Mortgage Payable on Real Estate (See Sched. 3)	Homestead	
	Wholly Owned			Wholly Owned	
	Other			Other	
Accounts/Notes Receivable (See Schedule 4)			Other Liabilities - Itemized Below:		
Automobiles/Trucks					
Cash Value Life Insurance (See Sched. 6)					
IRA/Retirement/Keough					
Other Assets - Itemized Below:					
			Total Liabilities		
			\$		
			Net Worth (Assets minus Liabilities)		
			\$		
Total Assets		\$	Total Liabilities and Net Worth		
			\$		

Income Statement for Year Ended _____, 20____

Salary	\$	Gross Income	\$
Bonus and Commissions		Less: Living Expenses	
Dividends		Note Payments	
Real Estate Income		Income Taxes	
Other - Itemized Below:		Other - Itemized Below:	
		Total Expenses	
Gross Income (Carry to Next Column)	\$	Net Income (Gross Income Minus Total Expenses)	\$

The above financial statement and supporting schedules which are submitted for the purpose of establishing, obtaining and maintaining credit either severally, jointly or as guarantor, present a true, complete and correct statement of my financial condition as of the date shown. I understand that you are relying on the information contained herein in deciding to grant or to continue credit. You are authorized to make all inquiries you deem necessary to verify the accuracy of the statements made herein.

Signature: _____	Date: _____	Prepared By (If other than borrower) _____
Signature: _____	Date: _____	Signature: _____
		Address: _____

Schedule 1 BANKS OR OTHER INSTITUTIONS WHERE DEPOSITS OR LOANS ARE CARRIED

INSTITUTION/LOCATION	Deposits		Loans				
	Balance	Type of Account	Original Balance	Present Balance	Due Dates	Repayment Terms	Collateral, If any
	\$		\$	\$		\$	
Total	\$		\$	\$		\$	

Schedule 2 SECURITIES

Name of Issuer	Number of Shares and Par Value	Where Traded	Market Per Share	Total Value	Pledged? (Yes/No)	Issued in Name of?
Total				\$		

Schedule 3 WHOLLY OWNED REAL ESTATE

Address/Location	Acquisition Date	Market Value	Monthly Payments	Monthly Income	Lien Holder	Orig. Loan Amount	Present Balance	Title In Name Of?

Schedule 4 NOTES AND ACCOUNTS RECEIVABLE (INCLUDING SECURED REAL ESTATE)

Maker and Address	Original Amount	Present Balance	Payment and Terms	Maturity	Collateral, if any
	\$	\$	\$		

Schedule 5 NOTES AND ACCOUNTS PAYABLE (INCLUDING AUTOMOBILES, BOATS, ETC.)

Due to Whom?	Original Amount	Present Balance	Payment and Terms	Maturity	Collateral, if any
	\$	\$			

Schedule 6		LIFE INSURANCE				
Name of Company	Owner of Policy	Type of Insurance	Beneficiary	Face Amount \$	Policy Loans \$	Cash Surrender Value \$
Total				\$	\$	\$

CONTINGENT LIABILITIES (other liabilities or debt I have endorsed, guaranteed or become otherwise indirectly, or contingently liable as endorser, co-maker, guarantor or loans, leases, contracts, legal claims, judgements, or other obligations). If none, so state.

Name of Debtor/Obligor	Name of Creditor/Obligee	Original Amount	Present Balance	Payment Terms	Maturity	Collateral

GENERAL INFORMATION:

1. Are you a citizen of the United States? Yes No
2. Do you have a will? Yes No If so, please show the name and address of Executor below.
3. Are you a Partner or Officer in any other business? Yes No
4. Are you obligated to pay alimony, child support or separate maintenance payments? Yes No
5. Are you a defendant in any suit or legal action? Yes No
6. Have you ever declared bankruptcy? Yes No
7. Are any of the assets included on this statement the separate property of your spouse? Yes No
If the answer to any of questions 2 through 7 above is yes, please explain:

The federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided that the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any rights under the Consumer Credit Protection Act.
