



**CAPITALIZE ALBANY  
CORPORATION**

# Pre-Application Form

## General Information

<b>Company/Project Name:</b>	<b>Contact Person:</b>
<b>Business Address:</b>	<b>Project Location:</b>
<b>Phone Number:</b>	<b>Fax Number:</b>
<b>Email Address:</b>	
<b>What will this loan be used for? (Check all that apply)</b>	
<input type="checkbox"/> Business Enterprise <input type="checkbox"/> New Construction <input type="checkbox"/> Commercial Rehab <input type="checkbox"/> Residential Rehab <input type="checkbox"/> Mixed-use <input type="checkbox"/> Property acquisition <input type="checkbox"/> Manufacturing <input type="checkbox"/> Other (explain)	
<b>Do you have a primary bank yet?</b>	<b>If so which bank(s) are you using?</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Do you have a contractor?</b>	

## Ownership Breakdown (Please attach additional sheets if necessary)

<b>Name:</b>		<b>Name:</b>	
<b>Title:</b>		<b>Title:</b>	
<b>Ownership</b>	%	<b>Ownership</b>	%
<b>Years With Company:</b>		<b>Years With Company:</b>	

## Real Estate Information

<b>Facility Size (total square feet)</b>	<b>Site Size (Acreage/Square Feet)</b>
<b>Location</b>	
<b>Lease</b>	<b>Own</b>
Yes                      No	Yes                      No
<b>If lease, name of landlord:</b>	<b>If own, current leases w/ tenants (please name)?</b>



# Pre-Application Form cont'd

Breakdown of Project Cost				
Land/Building Purchase	\$	Other (please state)		
Renovations	\$	\$	\$	% of project
Machinery/Equipment	\$	\$	\$	% of project
Working Capital	\$	\$	\$	% of project
FFE	\$	\$	\$	% of project
Soft Costs	\$	\$	\$	% of project
<b>Total Estimated Project Cost</b>	<b>\$</b>			

Proposed Financing Sources				
Bank (please list)	\$	Other (please state)		
*Capitalize Albany Corporation Loan	\$	\$	\$	% of project
Grants (please list)	\$	\$	\$	% of project
Historic Tax Credits	\$	\$	\$	% of project
Equity	\$	\$	\$	% of project
Other Sources (please list)	\$	\$	\$	% of project
<b>Total</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>% of project</b>

\*Please note loans can be approved from a minimum of \$100,000. Loans may not exceed 40% of the total project cost.

Project Timeline	
Sample timeline	Insert project specific information:
Acquisition of building:	
Acquire financing:	
Project construction:	
Project completion	
Date received final CO	



CAPITALIZE ALBANY  
CORPORATION

## Pre-Application Form cont'd

### Is the applicant prepared to provide the following information?

* Projected financial statements: <ul style="list-style-type: none"><li>• One year for existing businesses</li><li>• Three years for new businesses</li></ul>	Yes	No
* Current personal financial statement(s) for all principals with 10% or more ownership	Yes	No
* Documented need for financing	Yes	No
* Written business plan	Yes	No
* Available collateral	Yes	No

### Additional information/comments

Provide project description, please identify as much information about what the proposed project is and the desired results (i.e. Purchase and renovate 45,000 square foot building located in downtown Albany and to convert it to mixed use, including 20 new apartments and two new storefront, or a business purchases a 12,000 square foot building to convert it in to a commercial space and offices)

**Please return this form to:**  
Capitalize Albany Corporation  
21 Lodge Street  
Albany, NY 12207  
Phone: (518) 434-2532 Fax: (518) 434-9846