



buildinghope

CREDIT APPLICATION FORM

Please use this form if you are seeking a direct loan for a facility that you own or will be purchasing.

SECTION I - SCHOOL INFORMATION

School Name: _____

Address: _____

Name of Primary Contact for this Application: _____

Title of Contact: _____ Contact Phone: _____

Contact Email: _____ Contact Fax: _____

501(c)(3) Organization? Yes No. If no, please explain corporate structure. _____

Date Original Charter Granted and Term: _____
Date Term

Date School Opened/Scheduled to Open: _____

Expiration Date of Current Charter: _____

If charter has been renewed, list renewal date(s): _____

Management Company Name and Description of Services (if applicable): _____

SECTION II - STUDENT INFORMATION

Current Enrollment: _____ Maximum Enrollment Per Charter: _____

Grade Levels Currently Served: _____ Grade Levels to be Served at Full Enrollment: _____

Number of Students on Waiting List: _____

Enrollment Projections for Next Five Years:

	Current Year				
Enrollment					
Grade Levels to be Served					

Characteristics of Current Enrollment:

	Number	%
Special Education		
Free or Reduced Lunch		
Caucasian		
Hispanic		
Asian		
Native American		
African American		
Limited English Proficiency		

Number of Students Retained for the Most Recent Year: _____ Retention Rate: _____

SECTION III –DIRECT LOAN REQUEST

Please indicate the type of direct loan requested:

- _____ Direct loan used to purchase an existing facility. Complete sections A and B.
- _____ Direct loan used to purchase and renovate an existing facility. Complete sections A, B and C.
- _____ Direct loan used to renovate a facility previously acquired by the organization. Complete sections A and C.
- _____ Direct loan to build a new facility. Complete Sections A and D.

Section A:

Lender (if identified): _____

Lender Address: _____

Lender Contact: _____

Property Address: _____

Targeted Loan Closing Date: _____

Section B:

Property Purchase Price: \$ _____ Amount to be Financed: \$ _____

Anticipated Interest Rate: _____ Term of Loan: _____
months

Describe any other sources of available funding: _____

Property description, including building description, square footage, age of structure, appraised value, etc. (attach details): _____

Section C:

Total Cost of Renovation: \$ _____ Amount to be Financed: \$ _____

Anticipated Interest Rate: _____ Term of Loan: _____ months Renovation Period: _____ months

Describe any other sources of available funding: _____

Project description, including renovations description, schedule, contingencies, appraised value, etc. (attach details):

Name and Address of Contractor Responsible for Renovations: _____

Section D:

Total Cost of Construction: \$ _____ Land Cost: \$ _____ Amount to be Financed: \$ _____

Anticipated Interest Rate: _____ Term of Loan: _____ months Construction Period: _____ months

Describe any other sources of available funding: _____

Description of project, including site and building description, square footage, schedule, contingencies, appraised values, etc. (attach details): _____

Name and Address of Contractor Responsible for Construction: _____

SECTION IV – SCHOOL FINANCIAL INFORMATION

	Prior Year	Current Year	2	3	4	5
Enrollment (actual/estimated)						
Revenue:						
Federal Funding						
State Funding						
Fundraising and Contributions						
Lines of Credit*						
Loans*						
Expenses:						
Salaries and Benefits						
Educational Materials and Consultants						
Facility Costs:						
Rent						
Operating Expenses						
Utilities						
Security						
Maintenance						
Interest Loans						
TOTAL EXPENSES						
Capital Expenditures (Actual/Estimated)						

*If you have line(s) of credit or loans, please indicate lender(s) and financing terms:

SECTION V – SIGNATURE AND AUTHORIZATION

The applicant certifies that the information contained on the form is complete and accurate. The applicant also certifies that he/she is authorized by the organization to submit this application. Applicant authorizes Building Hope/America's Charter to obtain credit references and credit reports on the organization and to release credit information to others. If this application is accepted for further review, the applicant understands that additional documentation will be required to complete the application. All applications are subject to final credit approval.

Signature of School Official: _____ Date: _____

Title: _____

DOCUMENTATION

If application is accepted for further review, please provide copies of the following information.

CHARTER RELATED DOCUMENTS

- a. Charter application (most recent)
- b. Charter Approval Notice
- c. Authorizer Reviews (past 3 years if applicable)
- d. Correspondence to or from Authorizer relating to Charter
- e. Most recent annual performance report
- f. Enrollment by grade level for past three years
- g. Accountability plan/assessment plan if different from charter application
- h. Current Waiting List

ORGANIZATIONAL DOCUMENTS

- a. Names and Biographies of Board Members or Trustees
- b. Management Company Agreement (if applicable)
- c. Teacher Contracts (if applicable)
- d. Teacher turnover rates
- e. Articles of Incorporation and By-Laws

FINANCIAL DOCUMENTS

- a. Three year audited financial statements (if applicable)
- b. Most recent internal financial statements
- c. Current year budget and actuals year to date
- d. Five year (current year and 4 additional year) along with budget assumptions

PROJECT RELATED INFORMATION

- a. Purchase and Sale Agreement
- b. Property Appraisal
- c. Contractor information
- d. Construction Agreement
- e. Environmental reports completed on property
- f. Construction budget including sources and uses of funds