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**PROJECT DETAILS** (Attach additional pages if necessary)

Location, address w/zip code, and size (in acres) of development project

Explain why the project is being undertaken. How will the proposed loan improve the financial position of the company?

Describe the applicant's capacity to develop and manage the proposed facility, including real estate professionals on staff and/or planned use of consultants. If the applicant is a developer, describe real estate development and management experience as it relates to the proposed project.

Please describe the environmental contamination and its cause. Attach copies of ALL available environmental reports.

Please describe plan of remediation.

Licensed Site Professional overseeing the remediation project. LSP Name

LSP Address

Release Tracking Number assigned to the site by the Department of Environmental Protection

If applicable, identify local officials and neighborhood organizations in support of and opposed to the project

Support:

Opposition:

Is local government providing any direct financial support or infrastructure improvements to support the project? Yes No Describe.

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**COMPLETE THE FOLLOWING INFORMATION FOR NEW REAL ESTATE DEVELOPMENT/CONSTRUCTION**

Narrative description of the development concept in detail. If applicable, include number of buildings and their square footage, the anticipated building occupants, the terms of the leases, the building improvements and costs, including tenant fit-up.

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**COMPLETE THE FOLLOWING INFORMATION FOR REHABILITATIONS OF EXISTING PROPERTIES**

Describe the current conditions and existing or past uses of the site. For each building, provide number of stories and square footage.

Describe the proposed uses for the site. If applicable, include the number of buildings, their age, number of stories and square footage, the anticipated building occupants, the terms of leases, the building improvements and costs, including tenant fit-up.

Indicate availability of utilities: Sanitary sewer: Yes No Storm sewer: Yes No Public water: Yes No  
Electricity: Yes No Gas: Yes No Telephone: Yes No  
Cable Television: Yes No Other: Yes No

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**TOTAL PROJECT COSTS**

Land acquisition	Size in Acres	Cost \$
Existing building acquisition	Square Feet	Cost \$
Estimated remediation costs		Cost \$
Construction of new building	Square Feet	Cost \$
Rehabilitation of an existing building	Square Feet	Cost \$
Construction of an addition	Square Feet	Cost \$
Improvements	Square Feet	Cost \$
Soft Costs (insurance, legal, architectural/engineering fees, permits, etc.)		Cost \$
Other Expenses (describe)		Cost \$
	<b>Total Project Costs</b>	<b>\$</b>

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**PROJECT FUNDING SOURCES** (Describe and attach specifics)

Other Public Sources	Amount \$
Bank Financing	Amount \$
Equity	Amount \$
	<b>Total Project Financing \$</b>

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**EMPLOYMENT** (REQUIRED, Enter "0", if None or Not Applicable.)

To measure our impact, MassDevelopment contacts borrowers three (3) years after the closing date of its financing to certify the number of jobs that have been created, Therefore, please consider this in giving us your most realistic expectation.

Current number of FTE (full time and full time equivalent) employees: At this site: In the state:

Number of new (full time and full time equivalent) employees to be hired in Massachusetts over the next three years:

With respect to the new employment attributable to the project, please provide the following: (Job Title, Description, Annual Salary)

Will any Massachusetts facility be closed or existing employees transferred as a result of the proposed loan? Yes No  
If yes, explain.

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**PUBLIC PURPOSE**

Are you certified by the State Office of Minority Business Assistance (SOMWBA) or are you in the process of seeking SOMWBA certification? Yes No If yes, SOMWBA Certification Number

Describe the positive impact on the minority community which would be attributed to a loan from MassDevelopment.

Has the project, so far as feasible, been located in a low-income area of a municipality so that employment opportunities will become available to residents of such area? Yes No Explain.

MassDevelopment funded projects must have a public purpose benefit. Please describe how your project meets this criterion: (Examples of public purpose benefits include, but are not limited to, job creation or retention, elimination of blight, revitalization in economic target areas, or the creation of affordable housing. Nonprofit entities generally meet the public purpose standard.)  
Is your organization a nonprofit? Yes No

Please describe other economic/physical revitalization that your project will encourage as well as any community benefits.

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**EQUAL OPPORTUNITY QUESTIONNAIRE**

Person on staff responsible for equal opportunity planning and implementation.

Describe organization's equal opportunity staffing objectives, implementation strategy, and current level of attainment.

Has the applicant ever been subject to a labor-related enforcement action, violation, or fine from the state or federal government?

What are the organization's plans for equal opportunity vendor contracting on this project?

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**SUPPLEMENTAL INFORMATION**

Please use the box below if additional space is required to answer any question on this form. Specify which question the answer is in reference to.

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**CERTIFICATION (REQUIRED – By signing this application, the borrower agrees to the following.)**

- a) Survival of Representations: The representations included in this application shall survive the closing of the agency financing applied for.
- b) This application constitutes an agreement pursuant to the provisions of M.G.L. Chapter 149, Section 182, whereby any facility financed in whole or part by MassDevelopment is subject to certain voluntary standards of corporate behavior in the event of a plant closing or partial closing as defined in M.G.L. Chapter 151A, Section 71A.
- c) Northern Ireland: The borrower certifies that if it conducts business in Northern Ireland, it does or will do so in accordance with the McBride Principles.
- d) People's Republic of China: Prior to closing, the borrower will be required to make certain certifications and agree to comply with a code of corporate standards relative to any business interest or involvement with or in the People's Republic of China.
- e) The borrower agrees to provide information as to the number of employees in its hire when so requested by MassDevelopment.
- f) The borrower agrees that if it accepts financial assistance from MassDevelopment, it shall include MassDevelopment in any public relations events or materials related to the project, and cooperate with and permit MassDevelopment to publicize its assistance, for marketing and public relations purposes, including but not limited to, signage, press releases, public events, and promotional materials.
- g) Brownfields Redevelopment Fund Certification – Borrower must agree with all of the following:
  - i. Borrower did not own or operate the property at the time of any release of hazardous materials; did not cause or contribute to the contamination;
  - ii. Borrower does not have a familial, direct, or indirect business relationship with a party potentially responsible for the contamination;
  - iii. Borrower is not subject to any continuing enforcement action by the Commonwealth of Massachusetts for the remediation of any contamination, and;  
The cost of the remediation work is not eligible for funding under the Commonwealth's Underground Storage Tank Fund.

(Answer "Yes" or "No" to the following.)

- h) Taxes and Accounting: Has the applicant filed or caused to be filed all required federal, state, and local tax returns, and has it paid or caused to be paid all taxes due and payable? Yes No
- i) Employment Laws: Has the applicant ever been subject to a labor-related enforcement action, violation, or fine from the state or federal government, including citations for any violations of OSHA or of the Americans with Disabilities Act? Yes No
- j) Bankruptcy: Has the applicant ever filed for or been the subject of a petition for bankruptcy or protection against creditors? Yes No
- k) Criminal Convictions: Has the applicant been convicted of a felony under federal or any state law? Yes No
- l) Does the borrower have any contingent liabilities as a result of suits or enforcement actions, etc. currently outstanding or unresolved? Yes No

If the answer to item (h) is No, or the answer to any of items (i), (j), (k), or (l) is Yes, please explain.

**IMPORTANT NOTICE**

MassDevelopment shall be represented by an attorney of its choice in the review of the terms of the transaction documents and in any related legal matters arising prior to the issuance of the credit facility. All incurred legal fees for said representation shall be the responsibility of the undersigned even if the financing shall fail to close. Should MassDevelopment, with the consent of or upon direction of applicant, retain counsel in connection with the application, the applicant shall be liable for such costs.

The undersigned hereby represents and certifies to the best of his/her knowledge and belief that the information contained in the foregoing Statement and exhibits or attachments hereto is true and complete and accurately describes the proposed project, and agrees to promptly inform MassDevelopment of any changes in the proposed project which may occur.

Borrower

Title

Signature

Date

SIC Code

Tax ID Number

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## ATTACHMENTS TO INCLUDE WITH APPLICATION

- Attach a business plan OR Attach a brief company history and description for each tenant of the project property (if known)
- Attach a marketing study and marketing plan for the property (for new development projects, if the property is not fully pre-leased)
- Attach detailed environmental reports
- Attach a detailed remediation action scope of services/budget prepared by the LSP, which will result in the site being remediated in compliance with the Massachusetts Contingency Plan and will result in a Permanent Solution, Remedy Operation Status or Response Action Outcome Class A or B and the anticipated work schedule/time frame.
- Include list and status of permitting, zoning, and other public approvals, including agency name(s)
- Attach a summary of qualifications and contact information for all development team members
- Attach a project development schedule and preliminary design materials
- Attach copies of CPA prepared Financial Statements  
(Include Income Statements, Balance Sheets, Cash Flows, and Notes for the past three fiscal years)
- Attach Financial Statement projections (with assumptions) for the next three fiscal years
- Attach a copy of a signed Personal Financial Statement (for privately-owned companies)
- Attach a breakdown of renovation/construction costs (if applicable)
- Attach Term Sheets/Specifics of other sources of project funding (Commercial Bank, Public Sources, etc.)
- Attach a recent photo of the subject property, a site map, and evidence of site control (if available)
- Describe lease terms of applicants having a long-term leasehold interest in the project site (if applicable)
- Most recent Chapter 21-E report (if applicable)
- 501(c)(3) Articles of Incorporation (if applicable)
- Bylaws and last annual report listing all officers (if available)
- Include a check for \$250 made payable to MassDevelopment

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## HOW TO SUBMIT THE APPLICATION

PRINT OUT A COPY OF THIS APPLICATION FORM FOR YOUR RECORDS.

Submit the completed and signed application, along with attachments and payment, by one of the following ways: **In Person:** To your Regional Lending Officer; **By Mail:** Attn: Lending Division, MassDevelopment, 160 Federal Street, Boston, MA 02110; or, **By Fax:** 617-330-2001.

MassDevelopment's staff is available to answer any questions you may have and assist you in completing this application. If you have questions, please call 800-445-8030.