

Memphis Economic Development Corporation

Small Business Incentive Program – Application

Name of Business: _____

Tax Identification #: _____ Business NAICS #: _____

Type of Business/Development: ☐ Commercial ☐ Industrial ☐ Office
☐ Retail/Dining/Entertainment

Business Organization Type: ☐ Sole Proprietor ☐ Partnership ☐ Corporation or LLC

How Long in Business: _____

Mailing Address: _____

Physical Address: _____

Is the property currently insured? ☐ Yes ☐ No (Please attach proof if "Yes")

Business Phone: _____

Name(s) of all Owners, Partners, Members, Principals and/or Directors: _____

List any DBA's or assumed names (personally and business) of all Owners, Partners, Members, Principals and/or Directors: _____

Primary Contact: _____

Contact's Email: _____

Contact's Cell Number: _____

Description of Primary Business: _____

Current Number of Full-Time Employees: _____

Current Number of Part-Time Employees: _____

- Please attach summary of most recent TWC quarterly filing.

What are your business hours?

Monday: _____ Tuesday: _____ Wednesday: _____ Thursday: _____ Friday: _____

Saturday: _____ Sunday: _____ Other: _____

Does the business generate taxable sales? ☐ Yes ☐ No

Is the business current on all local sales tax and property tax accounts? ☐ Yes ☐ No

- Please attach proof if "Yes"

Please identify the type of project(s) for which you are applying for assistance (all that apply):

☐ Facade improvements	☐ Structural upgrades
☐ Interior improvements or expansion	☐ Technology assistance
☐ Marketing campaign or promotion	

Anticipated Project Start Date: _____

Anticipated Project Completion Date: _____

Source of Matching Funds: _____

Please write a short description of the project(s) you plan to complete with the assistance of the MEDC Small Business Incentive Program: _____

Please describe your reason for undertaking this/these specific project(s) and how this/these project(s) will help your business expand (such as services offered, impact to business revenue, employment opportunities, or any other outcomes you expect as a result of the project(s) you plan to complete):

Estimated Total Project Costs: \$ _____

*If applicable, please attach at least two (2) bids per project to support estimated cost. **Please also attach current photos** of all physical aspects of the property that will be improved.*

I certify the information contained in this application (including all exhibits and addendum) to be true and correct to the best of my knowledge. I understand that MEDC may require submission of other documents as part of this application, including, but not limited to professional estimates or quotes, business balance sheet, business and/or personal financial statements, business plan, or any other information and documentation the Board deems necessary, and I agree to provide any requested document or piece of information.

Signature: _____

Printed Name: _____

Date: _____

****CONFIDENTIAL****

This document is confidential information, protected by Chapter 551.087 of the Texas Government Code (business prospect negotiations). This application and all attachments will be kept confidential until an agreement between the Memphis Economic Development Corporation and the prospect is signed by both parties.

Please Return Completed Application To:

Memphis Economic Development Corporation
721 W. Robertson St.
Memphis Texas 79245
PHONE (806) 259-3001

Attachments:

- Small Business Incentive Program Checklist
- Authorization Form for Consumer Reports
- Reference Sheet
- Property Owner Authorization Form

Internal: Date and Time Received

Date: _____

Time: _____ a.m. or p.m.

Staff Signature: _____

Memphis Economic Development Corporation

Small Business Incentive Program – Checklist

Please complete the following list of forms for further consideration. If you do not have the form or if you have questions about any of the content, please contact Cindy Woodard at (806) 259-3001 or cityofmemphistx@amaonline.com

- _____ Small Business Incentive Program Application
- _____ Authorization Form for Consumer Reports (Form Enclosed)
 - MEDC requires each applicant submit to a background and criminal/civil history check
 - MEDC will obtain a credit report
- _____ Personal/Business Financial Statements for the Last Two (2) Years
- _____ Prior Two (2) Years Tax Returns Showing Business Income
- _____ Current Employee Count (Attach Summary of Most Recent TWC Filing)
- _____ Reference Sheet
 - Please provide two personal, business, and banking references each
- _____ Proof of Ownership or Property Owner Authorization
 - Documentation showing you either lease or own the current facility where your business is located. If you are in a leasing agreement, permission from the owner will be required, prior to execution of any loan or incentive agreements
- _____ Plans and Drawings
 - For renovation or expansion of facility, please include plans, drawings and/or detailed description. You MUST include CURRENT photos of the property in your application, including all areas you plan on improving.
- _____ Cost Estimates
 - An itemized cost analysis including materials, permits, rented equipment and related costs. If applicable, please include a minimum of two (2) contractor bids.
- _____ Current Business and Marketing Plan (Updated for Expansions or Marketing Assistance)

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Small Business Incentive Program – Authorization Form for Consumer Reports

Applicant's Name: _____
Personal Address: _____
City/State/Zip: _____
Business Address: _____
Social Security Number: _____
Date of Birth: _____
Driver's License #/State: _____
Tax ID #: _____
DBA(s): _____
Other/Former Names: _____
Date: _____

In connection with application for incentives and/or loans with the Memphis Economic Development Corporation, I understand that an agent or employee of the Memphis Economic Development Corporation may obtain a consumer report or investigative consumer reports about me, which may contain driving records, court records, criminal records, academic records, professional license records, employment history and credit reports. An authorized person may also interview past employers, employees, or other personal or professional contacts to obtain information about my professional conduct, character, general reputation, personal characteristics, and job performance. Further, I understand that information from various Federal, State, local and other agencies which contain my past activities may be requested.

By signing below, I hereby authorize without reservation, any party or agency contacted by the Memphis Economic Development Corporation to furnish the above-mentioned information. I further authorize ongoing procurement of the above-mentioned reports at any time during the application process. I also agree that a fax or photocopy of this authorization with my signature be accepted with the same authority as the original.

I understand that I may submit a written request within a reasonable period to receive information obtained about me in a consumer or investigative report conducted or obtained by the Memphis Economic Development Corporation. I will be required to show proper identification and pay any legally permissible fees prior to having those reports released to me.

I hereby authorize and request, without any reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agencies, or other persons or agencies having knowledge about me to furnish the Memphis Economic Development Corporation with all background information in their possession regarding me, in order that my application may be evaluated.

Signature: _____ Date: ____/____/____

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Small Business Incentive Program – References

Personal References:

Name:	_____	Address:	_____
City:	_____	State/Zip:	_____
Phone:	_____	Email:	_____

Name:	_____	Address:	_____
City:	_____	State/Zip:	_____
Phone:	_____	Email:	_____

Business (Vendor or Client) References:

Name:	_____	Address:	_____
City:	_____	State/Zip:	_____
Phone:	_____	Email:	_____

Name:	_____	Address:	_____
City:	_____	State/Zip:	_____
Phone:	_____	Email:	_____

Banking References:

Name:	_____	Address:	_____
City:	_____	State/Zip:	_____
Phone:	_____	Email:	_____

Name:	_____	Address:	_____
City:	_____	State/Zip:	_____
Phone:	_____	Email:	_____

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Small Business Incentive Program – Property Owner Authorization

I, _____, hereby affirm that I am the owner of property located at _____, Memphis, Hall County, TX, and give my authorization for _____ to make the improvements outlined and described in the attached Small Business Incentive Program application.

Signature: _____

Date: ____/____/____

STATE OF TEXAS §

COUNTY OF HALL §

SWORN TO and SUBSCRIBED BEFORE ME by _____, this ____ day of _____, 20____, to certify which witness my hand and seal of office, in the capacity therein stated.

Notary Public, State of Texas