

**THE INDUSTRIAL DEVELOPMENT AUTHORITY OF  
THE CITY OF PECULIAR, MISSOURI**

**Application Procedures**

Any application to the Industrial Development Authority of the City of Peculiar, Missouri requesting the issuance of Industrial Revenue Bonds for the purpose of acquiring land and/or buildings, constructing buildings and facilities, or for purchasing equipment must be submitted in writing on the attached Application Form. All applications should be made before finalizing any legal transactions concerning the project, including sales contracts. The completed Application shall be forwarded to the Authority at 250 S. Main Street, Peculiar, Missouri 64078, and shall be accompanied by the appropriate financial information and filing fee (filing fees are shown on Page 9 of the Application).

In reviewing the Application, the Authority will concern itself with the applicant's financial responsibility, the type of proposed business activity, the nature of improvements to be financed, the marketing of bonds and the economic benefits to be derived by the community. After review and evaluation of the above by the Authority and its financial advisor, the Authority may then issue a letter of intent to issue revenue bonds.

The issuance of a letter of intent may be made subject to approval of pending or subsequent zoning, which may be required, restrictions or expenditures if they do not meet established criteria, or other conditions which may be deemed advisable.

As an attachment to the Application Form, or in the packet of information given to developers at the time an inquiry regarding an Authority project is made.

- A. The applicant must reimburse the Authority for the services provided by Holbrook & Brack, P.A. or any other issuer's counsel as approved by the Authority on behalf of the Authority. Such reimbursement will be obtained from the retainage fee.
- B. The Authority will obtain an independent Financial Advisor, McLiney and Company or any other firm approved by the Authority. The applicant must reimburse the Authority for the services provided by the financial advisor on behalf of the Authority. Such reimbursement will be obtained from the retainage fee.
- C. The applicant must retain a trustee that is located within the State of Missouri.
- D. Should the applicant request services from the Authority not covered in the schedule of fees; the Authority will establish a reasonable fee for such service.
- E. The Authority has the discretion to waive any of its requirements, including fees, upon the request of the applicant, where waiver is legally permissible, where the applicant presents evidence of unusual circumstances or hardship, and where the Authority believes it is in the best interest of the furtherance of its mission to waive said requirements.

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**RETURN COMPLETED APPLICATION, NON-REFUNDABLE  
APPLICATION FEE AND RETAINAGE FEE TO:**

The Industrial Development Authority of the City of Peculiar  
250 S. Main Street  
Peculiar, MO 64078

**THE INDUSTRIAL DEVELOPMENT AUTHORITY OF THE  
CITY OF PECULIAR, MISSOURI**

**REVENUE BOND PROJECT APPLICATION**

The undersigned Applicant hereby submits this Project Application and requests The Industrial Development Authority of the City of Peculiar, Missouri (the "Authority"), to issue and sell its Revenue Bonds (the "Bonds"), for the purpose of financing the Project described below (the "Project").

The undersigned hereby agrees that the submission of this Project Application to the Authority, and the Authority's adoption of a Resolution indicating an intent to issue the Bonds to provide funds for the Project, will not give rise to an obligation by the Authority to fund such Project in the amount requested or in any amount. The undersigned further understands and agrees there is no assurance that Bonds will be issued by the Authority or that Bond proceeds will be sufficient to fund the Project as hereby requested.

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Date: \_\_\_\_\_ Amount of Bonds Requested: \_\_\_\_\_

Proposed Borrower (Applicant):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

Title: \_\_\_\_\_ Fax: \_\_\_\_\_

Types of Revenue Bonds Requested:

\_\_\_\_\_ Industrial Development Revenue Bonds

\_\_\_\_\_ Multi-family Housing Revenue Bonds

\_\_\_\_\_ Qualified 501 (c)(3) Revenue Bond

\_\_\_\_\_ Refunding Revenue Bond

\_\_\_\_\_ Other (describe): \_\_\_\_\_

**A. THE APPLICANT**

1. Business Organization:

- \_\_\_\_\_ Corporation
- \_\_\_\_\_ S-Corporation
- \_\_\_\_\_ Limited Liability Company
- \_\_\_\_\_ Partnership ( \_\_\_\_\_ General \_\_\_\_\_ Limited )
- \_\_\_\_\_ Sole Proprietorship

State of Organization: \_\_\_\_\_ Date of Organization: \_\_\_\_\_

Is the Applicant a subsidiary or affiliated directly with any other organization? \_\_\_\_\_ If yes, indicate relationship and name of related organization: \_\_\_\_\_.

2. Officers and Directors

<u>Title</u>	<u>Name</u>	<u>Home Address</u>
President	_____	_____
Vice-President	_____	_____
Secretary	_____	_____
Treasurer	_____	_____
Directors	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

Attach resumes of each, if available. List other principal business affiliations, if any.

3. Principal Stockholders or Partners:

<u>Name</u>	<u>%</u>	<u>City/State</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Legal Counsel to the Applicant:

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

5. Applicant's Principal Bankers:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

6. Bond Counsel for the Financing:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

7. Applicant's Historical Operations:

Provide the date the Applicant's existing business was established and a brief history of events leading to its current state of operations:

8. Applicant's Current Operations:

Briefly describe the Applicant's operations, including: description of existing products, existing facilities, its method of operations, customers and suppliers. Also provide its primary Standard Industrial Classification Code: \_\_\_\_\_.

**B. THE PROJECT**

1. Project Description:

Type of Expansion:

- \_\_\_\_\_ Construction of new facilities
- \_\_\_\_\_ Additions or improvements to existing facilities
- \_\_\_\_\_ Refinancing of existing facilities

Location of Project Site:

\_\_\_\_\_  
(Street) (City) (Country)

Is the Project an expansion or relocation of another facility: \_\_\_\_\_

If this is an expansion, describe current operation. If this is relocation, describe size and location of current operation.

Description of the Project, including land, buildings (type and size), improvements, machinery and equipment to be acquired or constructed, the principal use of the facilities once acquired or constructed and the address of the proposed Project (attach Exhibits if necessary):

Has construction of the Project commenced?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If yes, state the date construction commenced, the extent of such construction and the time needed to complete each remaining portion of the Project:

2. Project Costs:

State the costs reasonably necessary for the acquisition of the site and/or construction of the proposed Project together with any machinery and equipment in connection therewith, including any utilities hook-up, access roads, or appurtenant structures.

	<u>Amount</u>	<u>Cost Financed with Bond Proceeds</u>
A. Acquisition of Land and Existing Buildings	\$ _____	\$ _____
B. Construction Costs		
1. Architectural and Engineering	_____	_____
2. Site Preparation	_____	_____
3. Materials	_____	_____
4. Labor	_____	_____
5. Construction Contracts	_____	_____
6. Utilities Connection	_____	_____
7. Paving	_____	_____
8. Landscaping	_____	_____
C. Renovation Costs	_____	_____
D. Machinery and Equipment	_____	_____
E. Furniture and Fixtures	_____	_____
F. Interest During Construction (From _____ to _____)	_____	_____
G. Accounting, Legal, Miscellaneous	_____	_____
H. Contingency	_____	_____
I. Working Capital, Moving Costs, etc.	_____	_____
TOTAL PROJECT COSTS	\$ _____	\$ _____

Source of Funds:

State amount and sources of financing for all of the Project costs listed above.

<u>Sources</u>	<u>Amount</u>
Bond Proceeds	\$ _____
Other Financing	_____
Applicant's Funds	_____
TOTAL	\$ _____

3. Construction:

State the name and address of the contractor and architect for the Project:

Ownership:

Present legal owner of Project site: \_\_\_\_\_

If presently owned by Applicant, indicate date of purchase, reason for purchase, and current use of site:

Is there a relationship legally or by virtue of common control between either the proposed Project occupant or proposed Project owner and seller of the Project? \_\_\_\_\_. If yes, explain:

4. Management of the Project:

Describe the management company for the Project, if not the Applicant:

Is the management company a subsidiary of or affiliated directly with any other organization? If so, indicate relationship and name of related organization:

Briefly describe the management company's experience:

5. Effect of Project on Employment.

- a. Number of temporary jobs (including construction) created as a result of the Project: \_\_\_\_\_
- b. Number of new permanent jobs initially created as a result of the Project: \_\_\_\_\_
- c. Number of new permanent jobs created long-term as a result of the Project: \_\_\_\_\_
- d. Number of existing jobs that will be retained as a result of this Project: \_\_\_\_\_
- e. What is the current percentage of minority employment of the Borrower: \_\_\_\_\_
- f. What is the estimated percentage of minority employment at the Project: \_\_\_\_\_

**C. FINANCIAL INFORMATION**

1. Financial Statements:

Attach financial statements for at least the last three (3) fiscal years, including a recent statement (less than 60 days old). If pro forma financial statements have been prepared, please submit. If the Applicant is a corporation and it or its parent is publicly held and regularly files annual and quarterly reports on SEC Forms 10-K and 10-Q, attach copies of the most recent Forms 10-K and 10-Q, and Applicant's (or its parent's) most recent report to shareholders, and any reports on Form 8-K filed within the past fiscal year.

2. Certified Public Accountant:

List the name of the certified public accounting firm(s), which has (have) performed audits of the Applicant's books and records for the past five years.

3. Outstanding Prior Bond Issues:

Has the Applicant (or related persons or organizations) previously received financing from the sale of tax-exempt bonds? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, give details.

4. Existing Collateral:

	<u>Present Market Value</u>	<u>Present Mortgage Balance</u>
a. Land and Building	\$ _____	\$ _____
b. Machinery and Equipment	_____	_____
c. Furniture and Fixtures	_____	_____
d. Accounts Receivable	_____	_____
e. Inventory	_____	_____
f. Other (Specify)	_____	_____
<b>TOTAL COLLATERAL</b>	<b>\$ _____</b>	<b>\$ _____</b>

Will Applicant pledge any assets other than the Project itself to secure the bonds?  
\_\_\_\_\_ Yes \_\_\_\_\_ No. If yes, describe:

5. Marketing of Bonds:

Will the Bonds be publicly sold or privately placed? \_\_\_\_\_

Provide name, address and telephone number of investment banker:

Proposed date of issuance of the Bonds: \_\_\_\_\_

Has the Borrower investigated conventional financing? \_\_\_\_\_ Yes \_\_\_\_\_ No

6. Low-Income Housing Tax Credits:

Are low-income housing tax credits involved in this Project? \_\_\_\_\_ Yes \_\_\_\_\_ No.  
If yes, describe status and relationship to the Project.

7. Financial Difficulties:

Has the Applicant or any of the management of the Applicant or its affiliates, or any concern with which such management has been connected, ever defaulted on its debt obligations, been involved in bankruptcy, creditor's rights, or receivership proceedings, or involved in criminal proceedings bearing on the handling of financial matters?

\_\_\_\_\_ Yes \_\_\_\_\_ No. If yes, please give details:

8. Litigation:

Is the Applicant presently involved in any litigation which would have a material effect on its financial solvency? \_\_\_\_\_ Yes \_\_\_\_\_ No. If yes, please give details:

9. Payroll and employment Data:

At location to be financed:

	<u>Current</u>	<u>After the First Year of Project</u>
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Annual Payroll

Number of Employees



At other Missouri locations:

Current

After the First Year  
of Project

Annual Payroll

Number of Employees

10. Other information:

Indicate facts which would support the Authority's determination that the Project will tend to maintain, or provide gainful employment, for the people of the State of Missouri; maintain or increase the tax base or the economy of the State; maintain, diversify or expand industry in the State or in any other way be a benefit to the economy of the State.

**D. CERTIFICATION OF APPLICANT**

The undersigned hereby represents and certifies that to the best knowledge and belief of the undersigned, this Project Application contains no information or data, contained herein or in the accompanying exhibits or attachments, that is false or incorrect and that it is truly descriptive of the property which is intended as the security for the proposed bonds.

The undersigned acknowledges the Authority requires the Borrower display in a prominent location at the Project during construction and/or renovation a sign in a size, color and wording approved by the Authority acknowledging the assistance of the Authority in financing the Project.

A check in the amount of \$ \_\_\_\_\_ representing the non-refundable application fee and retainage fee is enclosed.

The issuance fee of \$ \_\_\_\_\_ will be due to the Authority simultaneously with the issuance of the Bonds.

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

Non-refundable Application Fee: 0.10% of principal amount of Bonds requested (Minimum of \$500, and a Maximum of \$2,000).

Retainage Fee: \$3,000 to compensate the Authority for initial legal fees and services from an independent financial advisor. In the event the retainage fee is not fully expended the excess will be refunded to Applicant. In the event expenses exceed the retainage fee, Applicant will be notified and shall be required to pay such expenses as they are due.

Issuance Fee: 0.08% of principal amount of Bonds issued.

Private not-for-profit 501(c)(3) Corporations shall follow the fee schedule reflected above, except the maximum issuance fee shall be \$20,000.