

The Industrial Development Authority  
Of Jefferson County, Missouri

**TAX-EXEMPT BOND APPLICATION**  
**For Manufacturing Companies and 501c(3) Corporations**  
Please submit 5 copies of application & attachments

**I. BORROWER INFORMATION**

1. Borrower\* \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Phone ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

Email address: \_\_\_\_\_

Federal I.D. No. \_\_\_\_\_ Referred by \_\_\_\_\_

**2. Type of Revenue Bonds Requested:**

Industrial                      Multifamily                      Refunding  
Development                      Housing                      Revenue  
Revenue Bond: \_\_\_\_\_ Revenue Bonds: \_\_\_\_\_ Bonds: \_\_\_\_\_ Other: \_\_\_\_\_

**3. Is the Borrower a:** Corporation: \_\_\_\_\_ Partnership: \_\_\_\_\_ Individuals: \_\_\_\_\_ LLC: \_\_\_\_\_

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

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

4. Name of each owner                      % Owned                      Home Address

Name of each owner	% Owned	Home Address

5. State the general nature of the Borrower's business:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Legal name of borrowing entity for this project

**II. PROJECT INFORMATION:**

1. Type of Expansion:  
Construction of New Facilities: \_\_\_\_\_ Additions or improvement of Existing Facilities: \_\_\_\_\_ Refinancing of Existing Facilities: \_\_\_\_\_

2. Location of Project Site: \_\_\_\_\_

3. U.S. Congressional District: \_\_\_\_\_

<b>4. <u>Project Costs</u></b>		<b><u>Project Financing</u></b>	
1. Land Acquisition	\$ _____	Bond Issue Amount	\$ _____
2. Site Development	\$ _____		
3. New Construction	\$ _____		
4. Purchase of Building (and land)	\$ _____	Equity	\$ _____
5. Renovation Costs	\$ _____		
6. Equipment, Machinery	\$ _____	Other (specify)	\$ _____
		_____	
7. Furniture & Fixtures	\$ _____		
8. Professional Fees	\$ _____		
9. Other (specify)	\$ _____		
_____	\$ _____		
_____	\$ _____		
_____	\$ _____		
10. Total Project Cost (round to \$100's)	\$ _____	Total (must equal line 10)	\$ _____

5. Will applicant pledge any assets other than the Project itself to secure the bonds?  
Yes: \_\_\_\_\_ No: \_\_\_\_\_  
If so, please describe: \_\_\_\_\_

6. Briefly describe the project to be financed, including type of construction, square footage, and other pertinent information about the project assets:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Is the contemplated facility to be located within the corporate limits of a Jefferson County municipality?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

8. If **Yes**, which municipality? \_\_\_\_\_

9. Has that municipality approved the project? \_\_\_\_\_

10. If **No**, when do you plan to obtain municipal approval? \_\_\_\_\_

11. Is the project site either owned, leased, or under option or contract to purchase by the Borrower? (please specify)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Is the proposed site properly zoned?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If not, briefly describe what changes will be needed to obtain proper zoning, and status of the changes:

\_\_\_\_\_  
\_\_\_\_\_

**13. Effect of Project on Employment & Payroll:**

- a. Applicant's number of Current Employees: \_\_\_\_\_
- b. Applicant's current Annual Payroll: \_\_\_\_\_
- c. Number of temporary jobs (including construction) created as a result of the Project: \_\_\_\_\_
- d. Number of new permanent jobs initially created as a result of the Project: \_\_\_\_\_
- e. Number of new permanent jobs created long-term as a result of the Project: \_\_\_\_\_
- f. Number of existing jobs that will be retained as a result of the Project: \_\_\_\_\_
- g. What is the current percentage of minority employment of the Borrower: \_\_\_\_\_
- h. What is the estimated percentage of minority employment at the Project: \_\_\_\_\_
- i. Applicant's projected Annual Payroll after the first year of the project: \_\_\_\_\_

**14. 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.

\_\_\_\_\_  
\_\_\_\_\_

**III. PROJECT FINANCING**

1. Please provide target dates on the following:

- 1. Issue the bonds: \_\_\_\_\_
- 2. Begin the project: \_\_\_\_\_
- 3. Complete the project: \_\_\_\_\_

2. Investment Banking Firm: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Phone (    ) \_\_\_\_\_ FAX: (    ) \_\_\_\_\_ Email: \_\_\_\_\_

A. Regarding the placement of the bonds, will there be a private placement \_\_\_\_\_  
Or public issuance \_\_\_\_\_? (check one)

B. Do you anticipate credit enhancement for the bonds? \*Yes \_\_\_\_\_ No \_\_\_\_\_

\*If yes, who is providing credit enhancement? \_\_\_\_\_

C. Will the bonds be rated? Yes \_\_\_\_\_ No \_\_\_\_\_.

D. If so, by which rating agency? \_\_\_\_\_

E. What rating on the bonds do you anticipate? \_\_\_\_\_

F. Bond Purchaser: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Phone (    ) \_\_\_\_\_ FAX: (    ) \_\_\_\_\_ Email: \_\_\_\_\_

2. Has the Applicant or any of the Applicant's management or affiliates ever been connected, ever defaulted on its debt obligations, been involved in bankruptcy, creditor's rights, or receivership proceedings on the handling of financial matters? Yes \_\_\_\_\_ No \_\_\_\_\_.

3. If Yes, please give details

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### IV. MISCELLANEOUS INFORMATION

1. Bond Counsel: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Phone (    ) \_\_\_\_\_ FAX: (    ) \_\_\_\_\_ Email: \_\_\_\_\_

2. Legal Counsel to the Applicant: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Phone (    ) \_\_\_\_\_ FAX: (    ) \_\_\_\_\_ Email: \_\_\_\_\_

The undersigned acknowledges receipt of the Authority's current Schedule of Charges for Bond-Related Services and hereby agrees to pay all such fees and expenses in an amount and such time as stipulated therein.

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

Dated \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Borrower

\_\_\_\_\_  
Borrower's Representative – Name and Title

Applications should be filed with:

The Industrial Development Authority of Jefferson County  
P.O. Box 623  
5217 Highway B  
Hillsboro, Missouri 63050  
(636) 797-5336  
(636) 797-5080 (FAX)

Samuel J. Rauls  
Executive Director  
email: srauls@jeffcomo.org

**THE INDUSTRIAL DEVELOPMENT AUTHORITY  
OF JEFFERSON COUNTY, MISSOURI**

**ATTACHMENTS**

Please enclose the following. Indicate if attached (x) or not applicable (N/A)

**PROJECT DESCRIPTION**

\_\_\_\_\_ Narrative Description of the project. Please briefly describe the project, why it is needed, any special equipment or amenities that will be purchased or developed, and what the borrower hopes to accomplish with this project.

**FINANCIAL**

\_\_\_\_\_ Historical. If an existing company, balance sheet and profit & loss statement for last three fiscal years. Include accountant's opinion letter and any schedules and notes to financial statements.

\_\_\_\_\_ Current. If most recent statement is over sixty days old, attach current balance sheet and profit & loss statements.

**PERSONAL**

\_\_\_\_\_ Personal Financial Statements from each 20%-or-more owner if Borrower is not a corporation.

\_\_\_\_\_ 18-Month Proforma

\_\_\_\_\_ Brief biography of each of the project's owners.

**OTHER**

\_\_\_\_\_ Preliminary Opinion of Bond Counsel. A letter from Bond Counsel providing an opinion that the project qualifies as a "Project" as that term is defined in Section 349.010 RSMo. 1986, as amended.

\_\_\_\_\_ Bond Purchaser Letter A preliminary letter of commitment to purchase the bonds when issued or a favorable opinion as to the marketability of the bonds by an underwriter or financial institution.

\_\_\_\_\_ \$2,000 Check payable to the Industrial Development Authority of Jefferson County, Missouri. This includes a non-refundable \$1,000 application fee and a \$1,000 inducement fee.

**APPLICATION PROCEDURE**

1. The Board of Directors' meet on an "as necessary" basis. In order for an application to be eligible for initial consideration it must be received and reviewed by the IDA office. A meeting of the Board of Directors will be scheduled as promptly as possible.
2. The application must be distributed by the applicant in the following manner:
  - a. Signed original and twelve (12) copies of the application form, including all attachments, to The Industrial Development Authority of Jefferson County, Missouri, P.O. Box 623, 5217 Highway B, Hillsboro, Missouri 63050.
3. During initial consideration of the application, representatives of the applicant should be prepared to make a brief oral presentation to the Board of Directors and respond to questions about the project.
4. Please contact the IDA office with questions regarding meeting dates, times, agenda, etc.

The IDA reserves the right to request tax returns from owners and/or borrowers for projects that are not credit enhanced. In the event tax returns are required, the returns will be provided to a financial advisor who will hold the information in confidence and report to the IDA. (Borrower will be responsible for the cost of the financial advisor).