SUFFOLK COUNTY INDUSTRIAL DEVELOPMENT AGENCY

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Hauppauge, NY 11788-0099
(631) 853-4802 Fax: (631) 853-8351

IDA APPLICATION INSTRUCTION SHEET

Prior to submitting a completed final application, please arrange to meet with the Agency staff to review your draft application.

Presentation of Written Material:

Currently, a complete application must be submitted in **15 duplicate copies.** Please try to use 8 1/2" x 11" letter size paper for the applications. All items listed below should be included in the application packets except for those items indicated by "under separate cover". In addition, all items are required except for those items marked "optional".

A complete IDA application consists of the following:

1 Application Fee: A non-refundable application fee is required at the time of submission, payable to the Suffolk County Industrial Development Agency. The non-refundable application fee is $2,000 for bond requests under $5 million, and $4,000 for bond requests of $5 million or more. The application fee will be deducted from the Agency's Issuance Fee at closing.

2 Cover Letter; Company (Applicant) Narrative: Please submit a brief company/applicant narrative and description of the company's/applicant's operations. The narrative may include, but is not limited to, company/applicant history, type of operations, products and/or services, description of project, importance of project to the company/applicant, etc.

3 Application Form: Please respond to all items either by filling in the blanks, by attachment (by marking space "See Attachment Number 1, etc.), or by N.A., where not applicable. Please sign and have notarized the Certification Statement located at the end of the application. Also, please sign the Reporting Requirement Statement. Only one copy of each of these signature pages need be an original. The remaining copies may be photocopies of the original.

4 Environmental Assessment Form: An Environmental Assessment Form must be submitted for each project site. Please respond to all items or by indicating "N.A." where not applicable. Attach any supporting documents you may have to this form. Please have the preparer of the form sign and date it. Only one copy need be an original. The remaining copies may be photocopies of the original.

5 Area Map of Project Location: An area map of the project location should be submitted. You may use a road map, Hagstrom Atlas, etc. Please mark or identify the project site.

6 Commitment Letters/Letters of Intent: At present, the Agency does not require the applicant to have a written commitment letter at the time of application. However, the Agency strongly advises all applicants to at least have had preliminary discussions with prospective lenders. Documentation of these preliminary discussions may be included in the application by way of "Letters of Intent", etc.

7 Company (Applicant) Literature/Brochures: Company/applicant literature and brochures may be submitted. Please limit the amount to a representative sample.

8 Preliminary Plans/Sketches of Project Site(s): Please submit, if available, preliminary plans and/or sketches of the proposed acquisition, rehabilitation, or construction of the project site (only one copy needed under separate cover).

9 Written Contracts or Option to Purchase Site: If the applicant or any related company or person has a written contract or an option to purchase the site and/or any buildings on the site, please submit 3 copies of the documents under separate cover.

10 Financial Statements: Please submit, under separate cover, 1 copy of historic financial statements for the two most recently completed fiscal years. The statements, preferably prepared by a certified public accountant, should include Balance Sheets, and Profit and Loss Statements.

Please Note: Financial statements for applications processed will be returned to the applicant upon request.