



BUSINESS EQUIPMENT, SOFTWARE & VEHICLE LEASING & FINANCING

Since 1986

**SCHOOL CREDIT APPLICATION**  
 Return completed application with required financial information.

**GENERAL INFORMATION**

Legal Name of Lessee:		Fed. Tax ID #:	
Address:			
City:	County:	State:	Zip:
Contact Person:		Title:	
Phone: ( )		Fax: ( )	
Email Address:			
Alternative Contact Person:		Title:	
		Phone: ( )	
Date school was established:		Does the school self-insure for property and liability insurance?	

**TRANSACTION INFORMATION**

Total Cost Equipment/Project: \$	Term (years):	
*Down Payment: \$	Source of Down Payment (fund name):	
Trade In: \$	Payment Amount: \$	Delivery Date:
Other: \$	Payment Due: <input type="checkbox"/> Advance <input type="checkbox"/> Arrears	
Amount to Finance: \$	Payments: <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual	
*Lessee's down payment should be made before or at delivery. Proof of down payment is required prior to payment of any lease proceeds, unless otherwise negotiated.		
Has the lessee paid the vendor for any portion of the equipment being financed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain.		
What fund will the remaining lease payments be made from? <input type="checkbox"/> General <input type="checkbox"/> Special (specify)		

**EQUIPMENT DESCRIPTION**

Equipment Description - including make and model (attach brochure if available):	
Approximately how many students/staff members will utilize the equipment?	
New Equipment: <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, list the age of equipment or date manufactured:
Refurbished: <input type="checkbox"/> Yes <input type="checkbox"/> No	Year:
Replacement: <input type="checkbox"/> Yes <input type="checkbox"/> No	Age of current equipment: Year purchased:
If not a replacement, why is the equipment needed?	
Buyout Included: <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount of buyout included: \$
Soft Costs Included: <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount of soft costs included (shipping, software, and sales tax): \$
Physical location of equipment after delivery:	
Describe the essential use of the equipment being purchased:	

**BUILDING PROJECT**

Is the project an addition, renovation or a new building?	Does the school own the land? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the land cost included in the financing? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what is the cost of the land?
What is the physical address of the new project?	
Provide the current building's age, estimated market value, square feet, and brief description of facility layout:	
Provide a brief description of the addition, renovation, or new building:	
What is the essential use of the new project?	

