

**Hamilton County, Small Business Development Program
MicroEnterprise Revolving Loan Fund**

Loan Application Form

PART 1. APPLICANT INFORMATION



Name of Applicant _____	Corporation Year ____ State ____
Mailing Address _____	Partnership Year ____ State ____
_____	Sole Partnership Year _____
Business Address _____	Federal ID# or SS# _____

Email address _____	
Contact Person _____	Fax () _____ - _____
Telephone: () _____ - _____	Accountant _____
Company Attorney _____	Firm Name _____
Firm Name _____	Address _____
Address _____	_____

Telephone () _____	Telephone () _____ - _____
Nature of Business (e.g., restaurant, specialty retail, marina, etc..) _____	

What percentage of your current/projected annual sales is derived from tourism spending? ____%

Identify the seasons in which the facility currently operates:

- Year-Round
- Winter (December, January, February)
- Spring (March, April, May)
- Summer (June, July, August)
- Fall (September, October, November)

Company Officers	Company Principals (Shareholders/Partners)
_____	_____
_____	_____
_____	_____
_____	_____

Is the company current in all its tax obligations? _____ Yes _____ No
Explain _____

Is the company delinquent in the payment of any loans? _____ Yes _____ No
Explain _____

Has the company been declared in default on any of its loans? _____ Yes _____ No
Explain _____

Has the company ever filed for bankruptcy? _____ Yes _____ No
Explain _____

Have any of the company's principals ever personally filed for bankruptcy or in any way sought protection from creditors? _____ Yes _____ No
Explain _____

Are there currently any unsatisfied judgments against the company? _____ Yes _____ No
Explain _____

Are there currently any unsatisfied judgments against any of the company's principals?
_____ Yes _____ No
Explain _____

Provide a brief narrative describing the company's history.

Provide a description of the company's current operations including products/services, customers and markets, etc.. _____

Provide a description of the company's current operating facilities – both owned and leased.

Provide a description of the company's need to undertake the proposed project.

PART 2. PROJECT DESCRIPTION

Summary Project Description: _____

If the business operates seasonally, will the proposed project extend the period in which the establishment is open for business? ___ Yes ___ No

Project Costs		Sources of Funds	
Property Acquisition	\$ _____	Bank	\$ _____
Construction	\$ _____	Hamilton Cty MLF	\$ _____
Machinery/Equip.	\$ _____	Equity/Cash	\$ _____
Professional Fees	\$ _____	_____	\$ _____
Working Capital	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
Total	\$ _____	Total	\$ _____

Note: Please attach to this application the source of all Project Costs identified above: vendor quotes, negotiated sales prices, engineer's or contractor's estimates, purchase agreements, catalog prices, etc.

Summarize the status of any proposed project financing identified in the "Sources of Funds" column above, including status of other applications, sources of equity capital, etc.

Identify the available security/collateral and repayment terms for the amount of loan assistance requested.

Security/Collateral Description	Est. Value
_____	\$ _____
_____	\$ _____
_____	\$ _____

Requested Loan Terms: Years _____

Will the proposed project result in any business or residential relocation? _____ Yes _____ No

If so, explain _____

What is the company's current employment and projected new hirings resulting from this proposed project for each of the next three years?

	Current	Year 1	Year 2	Year 3
Full-time	_____	_____	_____	_____

Part-time

PART III. REQUIRED EXHIBITS

Note: *Financial statements must be in a form acceptable to the lender. The applicant may wish to verify the acceptability of its statements prior to preparation.*

Exhibit A – Financial Information (for items checked)

- Balance Sheet and Income Statement for prior __ years
- Projected Balance Sheet and Income Statement for __ year(s) following completion of the project.
- Projected monthly cash flows for 1 year(s) following completion of the project.
- Interim financial statements of the company through the most recent month available, but in no case more than three months prior to the loan application date.
- Personal financial statements (on attached standard bank form) for each principal owning at least 20% of the company.
- Aging Account Receivable & Payable Schedules
- Financial statements for each company and/or individual who will act as a guarantor of the requested financing.
- Resumes of owner(s) and key management personnel
- Projected employment descriptions and salary estimates
- Copy of dba, partnership papers or incorporation agreement
- Completed Credit Authorization form
- Previous 3 years of corporate and/or personal Federal Tax Returns and Schedule C
- Current business plan (if in business less than 3 years)

Exhibit B – Additional Information (for items checked)

- Documentation of project costs including vendor quotes, buy/sell agreements, binding options to purchase engineer's or contractor's estimates, appraisal for realty to be acquired, etc.
- Documentation of other required financing including bank and other public lending agency commitment letters, bond inducements and evidence of availability and commitment of cash equity requirements.
- For projects involving real estate acquisition and/or development – evidence of site control or current ownership in the form of a binding option, sale agreement, deed, lease (existing or proposed), etc.
- Any other information which may serve to document the information provided with this application or which may affect a credit decision by the lender.

Note: *No person in the United States shall, on the ground of race, color, creed, religion, national origin or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any project assisted with Community Development Block Grant Funds.*

complaint of discrimination, write USDA, Director of Civil Rights,
1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call
(800) 795-3272 (voice), or (202) 720-6382 (TDD).