

# BUSINESS LOAN APPLICATION

## I. APPLICANT

A. Name of Business: \_\_\_\_\_

B. Address Street: \_\_\_\_\_

City: \_\_\_\_\_

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

C. Telephone Number: ( ) \_\_\_\_\_

D. Employer Tax ID # \_\_\_\_\_

E. Form of Entity (Check One)

S-Corporation

C-Corporation

Partnership

Sole Proprietor

F. Owners and Percent of Ownership (equals 100%)

_____	_____	%
_____	_____	%
_____	_____	%
Total Ownership	100	%

G. Management Team

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Attach resumes for each of the above members of the management team if SBA applicant. If not SBA applicant, obtain the following:

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

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

Birth Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Education and Business Experience: \_\_\_\_\_

H. Market Potential

1. Geographic Market Area: \_\_\_\_\_

2. Competition: \_\_\_\_\_

3. Difference From Competition? \_\_\_\_\_

**II. BUSINESS PLAN**

Attach additional pages if you would like to provide more detailed information than requested below.

History of Business

1. Date Business Established: \_\_\_\_\_
2. Number of Employees:
  - Before Loan \_\_\_\_\_
  - After Loan \_\_\_\_\_
3. Nature of Business: \_\_\_\_\_

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4. Have you or any officers or partners of the business ever been involved in bankruptcy or insolvency proceedings? YES  NO   
(If yes, please obtain the details.)
5. Are you or your business involved in any pending lawsuits? YES  NO   
(If yes, please obtain the details.)

**III. LOAN REQUEST**

How does applicant wish to purchase?  
How will applicant pay for it?

	Owner's Contribution	Loan Requested	Total
Land and buildings	\$ _____	\$ _____	\$ _____
Construction/improvement of building	_____	_____	_____
Leasehold improvements	_____	_____	_____
Machinery/equipment	_____	_____	_____
Inventory	_____	_____	_____
Pay Accounts Payable	_____	_____	_____
Working capital	_____	_____	_____
Pay outstanding debt owed to:			
Name of Debtor: _____	_____	_____	_____
Name of Debtor: _____	_____	_____	_____
Name of Debtor: _____	_____	_____	_____
Other: _____	_____	_____	_____
<b>TOTAL</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>

Collateral

	Value	Source	Date	Advance Ratio
<input type="checkbox"/> Marketable Securities	_____	_____	_____	_____
<input type="checkbox"/> Accounts Receivable	_____	_____	_____	_____
<input type="checkbox"/> Inventory	_____	_____	_____	_____
<input type="checkbox"/> Land and Building	_____	_____	_____	_____
<input type="checkbox"/> Machinery, Equipment, Furniture & Fixtures	_____	_____	_____	_____
<input type="checkbox"/> Other _____	_____	_____	_____	_____

For Construction Projects: Obtain a listing of the estimated cost of the project (excavation, plumbing, electrical, etc. and any available copies of preliminary construction plans and specifications.

For Equipment Purchases: Obtain a list of the equipment and cost as quoted by the seller along with the seller's name and address.

For Working Capital: Obtain detail on how the figure was calculated.

For Start-Up Business: The proportion of the loan amount to owner's contribution should typically be no greater than 4:1 (in other words, an owner's contribution of at least 20 percent).

#### IV. FINANCIAL INFORMATION REQUESTED

<u>Sole Proprietor</u>	<u>Partnership</u>	<u>Corporation</u>
-2/3 years tax returns (should include Schedule C)	-Formal Partnership Agreement (if there is one)	-3 years tax returns <u>OR</u> 3 years financial statements
-Personal financial statement	-If informal partnership, obtain personal tax returns (2/3 years) on principals	-Personal financial statement (DO NOT NEED PERSONAL TAX RETURNS)

- A. Obtain interim business financial statements if available.
- B. Ask applicant's status of receivables and payables (only concentration of business over 10% to either vendors and customers).
- C. Annual Compensation - previous three years. If corporation, all principals; if partnership or proprietorship, all owner's draws.

<u>Year</u>	<u>Compensation</u>
	\$
	\$
	\$

- D. Projections (Only if applicable)

Obtain sales and expense projections for at least two years. The projections should include assumptions. Start-up businesses should typically provide monthly cash flow projections for the first 12 months. (Lenders available or credit available to assist in developing.)

#### V. ADDITIONAL QUESTIONS (Optional)

Is there any additional information you feel would be helpful in making a decision on your loan request?

