

BUSINESS LOAN APPLICATION

Part 1 – Applicant Information

Individual Applying: _____

Full Home Address: _____

Individual's SSN: _____ Home Phone #: _____

Part 2 – Applicant Business Information

Name of Applicant Business: _____

Legal Structure: _____ Sole Proprietorship _____ Incorporated _____ Limited Liability Corporation/Partnership

Business Phone: _____ Email Address: _____

Tax ID # of Business: _____ Date Business Established: _____

Type of Business: _____ Current # of Employees: _____

Total amount of loan requested? \$ _____ (Max \$35,000 / Disadvantaged Business Loan)

\$ _____ (Max \$100,000 / Target Industry Loan)

Purpose for which the loan proceeds will be used: _____

List all owners with 20% or more ownership in the company:

Name and SSN Position/Title	Complete Address	% Owned	*Gender



Part 3 – Applicant Bank Information

Principal Bank of Business: _____

Bank Location: _____

Part 4 – Business Debts

List all business outstanding debts, contracts, notes, and mortgages payable

Creditor & Account Number	Original Debt Amount	Original Date	Outstanding balance	Interest Rate	Maturity Date	Monthly Payment	Collateral	Current or past Due

Part 5 – Collateral Summary

List all assets to be pledged as collateral for the loan

Type of Collateral & Description	Year Acquired	Original Cost	Market Value	Amount of Lien	Name of Lien Holder



Part 6 – Disclosure of Interested Parties

CCEDD may need to contact parties related to your business. By providing the requested information in this section of the application, you are permitting CCEDD to discuss the statue of the loan with this parties.

	Name & Company	Address	Telephone Number
Account/CPA			
Attorney			
Bank Relationship Mgr.			

Part 7 – Affirmations

Is this business certified as (check all that apply):

_____ Minority Owned Business (MBE) _____ Woman Owned Business (WBE) _____ Veteran Owned Business (VBE)

Is this business certified (MBE, WBE, VBE) by: (mark all that apply):

Charles County: Yes _____ No _____

State of MD: Yes _____ No _____

Federal Agency: Yes _____ No _____ Which one? _____

Has the business or any of the owners of 20% of the business or more ever been involved in a personal, corporate or organizational bankruptcy or insolvency proceeding?

Yes _____ No _____ if yes, attach an explanation

Have any of the owners of 20% or more of the business ever been convicted of a felony or crime other than minor misdemeanors or traffic violations?

Yes _____ No _____ if yes, attach an explanation

Is the business or any owners of 20% or more of the business involved in any pending lawsuits?

Yes _____ No _____ if yes, attach an explanation



Does the business or any of the owners of 20% or more of the business have an ownership stake of 20% or more in any other business?

Yes _____ No _____ if yes, attach details

Part 8 – Applicant Certifications

- A. All information in this application and the exhibits are true and complete to the best of my knowledge and are submitted to the Charles County Department of Fiscal & Administration Services (CCDFAS) so that they can be reviewed by the Disadvantaged Business Loan Review Committee so they can decide whether to grant a loan to me.
- B. As consideration for any management, technical and business development assistance that may be provided by CCDFAS or its consultants or vendors, I waive all claims against Charles County Government and its consultants or vendors who provide such assistance.
- C. I authorize CCDFAS to request credit reports and criminal record information about me for the purpose of determining eligibility for this loan program.
- D. No individual, business or other entity has prepared this application or will be paid any fee, even contingent, if a loan is approved.
- E. Business Plan: All business plans and financial information submitted in support of this application shall be incorporated in and made a part of this application. The following attachments are required for a complete application:

Part 9 – Signature

Signature: _____

If Proprietorship or General Partner:

By: _____

Date: _____

If Corporation:

By: _____

Date: _____

Signature of President: _____

Attest corporate secretary: _____



Consent to Obtain Credit Report

I consent to the Charles County Department of Fiscal & Administrative Services and its agents to obtaining a report of my credit record and using the information from that report and in conjunction with my application to determine whether to make a Disadvantaged Business Loan to me. I understand that I will be notified of the results of the credit check with respect to my loan application.

Company Name

Company EIN

Social Security #

Date of Birth (MM/DD/YYYY)

Last Name

First Name

M.I.

Street Address

City

State

Zip Code

Phone Number

Signature of Borrower

Today's Date



Required Attachments

The following document is required for all loan requested from Charles County Economic Development Department. The requested information is essential for evaluating and underwriting your loan request. Please provide all requested documentation along with your completed loan application.

A. LOAN APPLICATION

1. ____ Completed loan application

B. FINANCIAL INFORMATION

Personal

2. ____ Personal financial statement(s), signed and dated for each individual/partner with 20% or more ownership
3. ____ Personal Tax Returns **with all attachments** for past three (3) years for all individual/partner with 20% or more ownership
4. ____ Resume stating related business experience of all individual owner, partners, and key management personnel

Business

5. ____ A business plan (Include Projected Profit & Loss Statements, Projected Balance Sheets and Month Cash flow Statement covering three (3) years. The business plan must include minimally the following information:
 - a. Ownership & Management
 - b. History of the business (brief narrative of the business including any adjustments in products/services and markets served
 - c. Products, markets and competition
6. ____ Business Tax Returns, as applicable, **with all attachments**
7. ____ Certificate of Good Standing
8. ____ Interim financial statements (Profit & Loss Statement, Monthly Cash flow Statement and Balance Sheet) for the business for the current year
9. ____ A/R Aging Report, if applicable
10. ____ Work In Progress Report, if applicable
11. ____ Copy of business organizational documents (business license, articles of incorporation and by-laws and/or operating agreement, as applicable
12. ____ Four (4) months bank statements on all business accounts
13. ____ Copies of business leases, deeds
14. ____ Copies of contracts, task orders, if applicable

C. ADDITIONAL REQUIRED

15. ____ Copy of business general liability insurance, as applicable
16. ____ Any applicable permits and licenses

