



Loan Application

Loan Origination Fee: \$200

Business Name _____

Address _____

Phone Number _____

Fax Number _____

Tax ID Number _____

Email Address: _____

Loan Purpose _____

Loan Amount Requested _____

Term Requested (3 or fewer years): _____

Project Start Date or Date Funds Requested: _____

Collateral Offered (Please give a detailed description of collateral being offered, including appraised value and any applicable lease income): _____

Required Guarantor(s) (Please provide the name, address, and phone number of any person willing to be a guarantor of the loan. For any guarantor listed, please provide personal financial statement(s) and two years tax returns --must be signed and dated): _____

Business Information

Type of business: Sole Proprietorship Partnership
 Corporation Limited Liability Co.
 Other _____

Please list the names and titles of all the owners, general partners, or corporate officers of the business. Please indicate who is authorized to sign loan documents/account agreements.

| Name | Title | Ownership Percentage | Date of Ownership | Authorized Signer |
|------|-------|----------------------|-------------------|-------------------|
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| | | | | |

How long has the company been in business? _____

Please describe your product or service: _____

How many employees does the business have (or, in the case of a new business, how many do you anticipate it will have)? _____

Do you anticipate future credit needs within the next twelve months? Yes No
 If yes, please describe: _____

Are the business taxes current? Yes No

Have you or any company owned by you, or any principal officer of the company filed for bankruptcy within the past 7 years? Yes No If yes, please explain:

Are you currently involved in litigation? Yes No

Do you have any judgments filed or pending against you or your business? If yes, please explain:

Please list all business obligations:

| Financial Institution | Purpose | Current Balance | Maturity Date | Monthly Payment | Collateral |
|-----------------------|---------|-----------------|---------------|-----------------|------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Please list all business accounts/relationships:

| Type of Account | Average Balance |
|-----------------|-----------------|
| | |
| | |
| | |

References(s) (Please provide the name, address, and phone number of three individuals willing to be a reference of the loan:

| <u>Name</u> | <u>Firm</u> | <u>Phone Number</u> |
|-------------|-------------|---------------------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |

Please provide the following:

If the applicant is a Sole Proprietor:

- Three years personal tax returns for the owner(s) (must be signed and dated)
- Business balance sheet (3 years)
- Profit and Loss Statement (3 years)
- Projected Cash Flow (by month for 12 months)
- Personal financial statement(s) for the owner(s) (must be signed and dated)

If the applicant is an existing Partnership or Corporation:

- Three years business tax returns and financial statements (must be signed and dated)
- Business balance sheet (3 years)
- Profit and Loss Statement (3 years)
- Projected Cash Flow (by month for 12 months)
- Partnership Agreement or Corporate Resolution to Borrow/Guaranty

If the applicant is opening a new business:

- Opening balance sheet
- Two years income projections
- Projected Cash Flow (by month for 12 months)
- Business plan
- Three years personal tax returns for owner(s) (must be signed and dated)
- Personal financial statement(s) for owner(s) (must be signed and dated)
- Partnership Agreement or Corporate Resolution to Borrow/Guaranty
- Information about any other businesses owned by owner(s), if applicable (along with financial statements for any other business listed)

Miscellaneous Additional Items (please supply what is available and applicable)

- Verification that business is in good standing and current on its taxes (e.g., certificate of good standing from DC and/or MD)
- Verification of proper insurance coverage
- Personal financial statement(s) and two years tax returns of any guarantors (must be signed and dated)

Applicant(s) hereby certify that all of the statements above and on any other documents provided to the Old Takoma Business Association (OTBA) and its agents to consider this extension of credit are true and complete as of the date given. Applicant(s) also authorizes the OTBA and its agents to verify all of the information given, to obtain a credit report or any other verification of credit references and to make such other investigation as the OTBA deems appropriate. Applicant(s) further agree to notify the OTBA promptly of any adverse change in their financial condition.

By typing name in signature field below, the Applicant(s) hereby certify that all of the statements above and on any other documents provided to the Old Takoma Business Association (OTBA) and its agents to consider this extension of credit are true and complete as of the date given. Applicant(s) also authorizes the OTBA and its agents to verify all of the information given, to obtain a credit report or any other verification of credit references and to make such other investigation as the OTBA deems appropriate. Applicant(s) further agree to notify the OTBA promptly of any adverse change in their financial condition.

Signature _____ Title _____ Date _____

Signature _____ Title _____ Date _____

Signature _____ Title _____ Date _____