



Application for Takoma Project Note Loan

Business Name _____

Address _____

Phone Number _____

Fax Number _____

Tax ID Number _____

Email Address: _____

Loan Purpose _____

Loan Amount Requested _____

Minimum Loan Amount That Applicant Would Accept (that is, in the event that OTBA cannot raise the full Loan Amount Requested through an offering of Takoma Project Notes; if you do not want a loan from OTBA for less than the Loan Amount Requested, please put \$0): _____

Interest Rate Requested (Note: the lower the interest rate, the less likely it is that OTBA will be able to raise the full 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): _____

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

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

Major Suppliers

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

May we contact these individuals if necessary? Yes No

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
- 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 financial statements and tax returns (must be signed and dated)
- Partnership Agreement or Corporate Resolution to Borrow/Guaranty

If the applicant is opening a new business:

- Opening balance sheet
- Two years income projections
- 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)
- Verification of proper insurance coverage
- Personal financial statement(s) and two years tax returns of any guarantors (must be signed and dated)

Please include any additional information that may be helpful in processing this loan application. This application will be considered incomplete if not executed below.

Applicant(s) hereby certify that all of the statements above and on any other documents provided to the Bank to consider this extension of credit are true and complete as of the date given.

Applicant(s) also authorize the Bank 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 Bank deem appropriate. Applicant(s) further agree to notify the Bank promptly of any adverse change in their financial condition.

Signature _____ Title _____ Date _____

Signature _____ Title _____ Date _____

Signature _____ Title _____ Date _____