

Financial Information

Amount of Loan Funds Requested

\$ _____

Estimated Project Costs

	SBDC Micro Loan	+ Other Financing Debt/Equity	+ Sources of Other Financing	+ Borrower Funds	= Total
Machinery & Equipment					
Inventory					
Other Expenses					
Total Project Costs					

Collateral

Type	Year Acquired	Original Cost	Market Value	Lien Amount	Lien Holder

Existing Business Debts

Creditors <i>Include address and phone number.</i>	Payment Amount	Current Balance

Other Business Information

Primary Bank

Name _____

Phone _____

Address _____

Discharge Date _____

Are you, or the business, currently involved in any litigation or other legal claims? No Yes _____

Has the business or any principal ever declared federal bankruptcy? No Yes _____

Are any taxes currently past due by the business or any of the principals and/or are any tax liens imposed? (Including Federal, State or Local) No Yes _____

Is the business or any principals liable as guarantor or endorser for any debts *not shown above*? No Yes _____

Have you, or any of the principals, ever been convicted of a felony? No Yes _____

Business Experience and References

Prior Business Education, Training and/or Experience

Describe any formal business education, training or experience that you have. Please list courses taken, instructors, and dates. *Note: Micro-Business Loan Program Guidelines require that all loan applicants have or receive at least 24 hours of business training (e.g. NxLevel™ or SmallBizU™ business training available through the WV Small Business Development Center). Attach certificates of completion or transcripts. Training is not a guarantee of loan approval.*

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Business References Please provide at least 3 business references.

	Name	Address	Phone
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Personal References Please provide at least 2 personal references.

	Name	Address	Phone
1.	_____	_____	_____
2.	_____	_____	_____

Certifications

The undersigned certifies that he/she is the _____ of the applicant business applying for financing from Mid-Ohio Valley Regional Council, that he/she is familiar with the records of the borrower(s) and contents of this application, and that he/she is authorized to submit and sign the application.

The information contained in this application, including all exhibits, is to the best knowledge of the undersigned, complete and accurate and represents fairly the condition of the applicant and projects accurately its intended operations for the period set forth in this application. It is understood that any false statement will be considered as cause for possible disqualification of the loan. The MOVRC is hereby authorized to conduct any investigation on the borrower(s) personal history and/or credit and financial records.

Applicant

Signature _____

Date _____

Co-Applicant

Signature _____

Date _____

Checklist for Attachments

Incomplete applications will not be forwarded to the loan review committee.

	Designate As:		Attached?		
1. Application fee. \$25.00		<input type="checkbox"/>	Yes		
2. Copy of Credit Report on all Principals of Company. Exhibit A.	Exhibit A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	NA
3. Business plan, which includes cash flow projections for one full year after funding, qualifications of owners, industry comparisons and marketing plan.	Exhibit B	<input type="checkbox"/>	Yes	<input type="checkbox"/>	NA
4. Copy of required licenses (business and any special licenses required by the applicants industry).	Exhibit C	<input type="checkbox"/>	Yes	<input type="checkbox"/>	NA
5. Completed SBA Form 413 (3-00) Personal Financial Statement for all owners, partners and stockholders owning more than 20% of company's stock.	Exhibit D	<input type="checkbox"/>	Yes	<input type="checkbox"/>	NA
6. Management resumes for all owners.	Exhibit E	<input type="checkbox"/>	Yes	<input type="checkbox"/>	NA
7. Pro Forma Income Statements for the previous 2 years, with explanations.	Exhibit F	<input type="checkbox"/>	Yes	<input type="checkbox"/>	NA
8. Personal Tax Returns for each owner for the previous 3 years.	Exhibit G	<input type="checkbox"/>	Yes	<input type="checkbox"/>	NA
9. Copy of Workers' Compensation Certificate, if applicable.	Exhibit H	<input type="checkbox"/>	Yes	<input type="checkbox"/>	NA
10. Copy of Property and hazard insurance policies, if available.	Exhibit I	<input type="checkbox"/>	Yes	<input type="checkbox"/>	NA
11. Support documentation such as letters of Intent, contracts, and legal descriptions, patents/pending patents, copies of leases, feasibility studies, et al. Attach as appropriate. Exhibit J.	Exhibit J	<input type="checkbox"/>	Yes	<input type="checkbox"/>	NA