

## APPLICATION FORM

THE FOLLOWING INFORMATION IS REQUIRED TO PROCESS A LOAN REQUEST. PLEASE PROVIDE ALL REQUIRED DOCUMENTS AND FILL IN ALL INFORMATION COMPLETELY FOR CONSIDERATION.

1. Application Form (attached)
2. Full Business Plan, including:
  - a. Description of your business,
  - b. Information on your products/services,
  - c. Description of market(s) to be served,
  - d. Marketing plan,
  - e. Management plan and qualifications
  - f. Purpose of Loan Request in detail
  - g. Sources and uses of requested funds (itemized)
  - h. Two-Year Projections (these should be realistic based on the type of business)
  - i. Current Profit & Loss Statement (if an existing business)
  - j. Past 3 years' Financial Statements (if an existing business)
3. Current Personal Financial Statement of all Principals of the business (form attached, Exhibit A make additional copies, if necessary)
4. Past 3 years' Personal Tax Returns
5. Past 3 years' Business Tax Returns (if an existing business)

**Revised 8/2006**

# SBI LOAN APPLICATION FORM

Please complete all information, sign and date form.

Date \_\_\_\_\_

## FOR OFFICIAL USE ONLY

Date Approved/Rejected \_\_\_\_\_ Application Date \_\_\_\_\_  
Amount Requested \_\_\_\_\_ Participating Bank \_\_\_\_\_  
Amount Approved \_\_\_\_\_

### Business Information

#### 1. BUSINESS INFORMATION:

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Business Telephone# \_\_\_\_\_ Tax ID# \_\_\_\_\_

FAX# \_\_\_\_\_

a. Legal Structure: Sole Proprietorship \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_ Other \_\_\_\_\_

b. Years in business \_\_\_\_\_ Date business Started \_\_\_\_\_

c. If Corporation, Officers: All Owners with 20% Ownership must be listed

Name/ Title	% Ownership	Date Of Birth
-------------	-------------	---------------

\_\_\_\_\_

d. Brief Description of the Business(products, services, customer base, etc.): (A more complete description must be provided in the business plan)

\_\_\_\_\_

\_\_\_\_\_

#### 2. Principal(s)/Guarantor(s): (Complete only if Guarantor is other than the loan applicant):

Name (Mr. Mrs. Ms.) \_\_\_\_\_  
Last First Middle

Address:

Home \_\_\_\_\_

Employer/Business \_\_\_\_\_

Home Tel.# \_\_\_\_\_ Business Tel.# \_\_\_\_\_

Date of Birth \_\_\_\_\_

Resident Status: U. S. Citizen - Yes [ ] No [ ]

#### Principal(s)/Guarantor(s)

Name (Mr. Mrs. Ms.) \_\_\_\_\_  
Last First Middle

Address:

Home \_\_\_\_\_

Employer/Business \_\_\_\_\_

Home Tel.# \_\_\_\_\_ Business Tel.# \_\_\_\_\_

Date of Birth \_\_\_\_\_

Resident Status: U.S. Citizen - Yes[ ] No[ ]

3. PROJECT COSTS/EXPENSES:

a. Purpose of Loan \_\_\_\_\_

b. Amount Requesting \_\_\_\_\_

c. Total Project Costs \_\_\_\_\_

4. BUSINESS EMPLOYMENT INFORMATION:

a. Current number of employees \_\_\_\_\_ (Number of New Haven Residents) \_\_\_\_\_  
(if a start-up, note the number you plan to hire)

b. Number of employees you plan to hire if loan is approved:  
Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_

5. ADDITIONAL INCOME (if different from business):

a. Source(s) \_\_\_\_\_

b. Amount(s) \_\_\_\_\_

6. TAX INFORMATION:

Property \$ _____	Current _____	Not Current _____
Payroll \$ _____	Current _____	Not Current _____
Income \$ _____	Current _____	Not Current _____
Sales \$ _____	Current _____	Not Current _____
Total Taxes Owed \$ _____		

7. BANK REFERENCES: Business and/or Personal

Type of Account	Account#	Name of Bank	Business or Personal
Checking	_____	_____	_____
Savings	_____	_____	_____
Other(List)	_____	_____	_____

8. ACCOUNTANT \_\_\_\_\_ Phone \_\_\_\_\_

9. Please complete the following additional information:

a. Has the business ever filed for bankruptcy protection? Yes or no, Give details.

b. Has the business applied to a bank for a loan? If yes give details?

c. Have any of the Owners of the business ever filed for Bankruptcy ? Yes or No.

d. Are all Payroll, Federal, State and Municipal taxes current? (If no give details)

e. Are you gainfully employed by the City of New Haven ? Yes or No?

f. Do you have immediate Family members employed by the City Of New Haven ? Yes/ No ?

**10.**

**FINANCIAL DATA**

Two (2) Year Projection  
(Third Year Optional)

	<u>YEAR I</u> 200_	<u>YEAR II</u> 200_	<u>YEAR III</u> 200_
SALES	_____	_____	_____
Less: COST OF GOODS	_____	_____	_____
GROSS PROFIT	_____	_____	_____
OPERATING EXPENSES:			
Salaries, Wages	_____	_____	_____
Commissions	_____	_____	_____
Outside Labor	_____	_____	_____
Payroll Taxes	_____	_____	_____
Advertising & Promotion	_____	_____	_____
Car & Delivery	_____	_____	_____
Gen. Office Admin.	_____	_____	_____
Legal & Accounting	_____	_____	_____
Operating Supplies	_____	_____	_____
Bad Debts	_____	_____	_____
Rent	_____	_____	_____
Repairs & Maintenance	_____	_____	_____
Utilities	_____	_____	_____
Insurance	_____	_____	_____
Taxes & Licenses	_____	_____	_____
Depreciation	_____	_____	_____
Interest	_____	_____	_____
Miscellaneous	_____	_____	_____
TOTAL OPERATING EXPENSES	_____	_____	_____
PROFIT (LOSS) PRE-TAX	_____	_____	_____
TAXES	_____	_____	_____
NET PROFIT (LOSS)	_____	_____	_____

**11. TECHNICAL SERVICE PROVIDER**

a. Did you receive technical assistance in completing this application? \_\_\_\_\_

b. If yes, name of Technical Service Provider \_\_\_\_\_

DISCLOSURE AGREEMENT

Having submitted a Small Business Initiative/Small Business Revolving Loan Fund Application, and in accordance with the policies and practices of the City of New Haven's Small Business Initiative, I/We, the undersigned, hereby authorize and give consent to Small Business Initiative staff to contact all persons, parties, institutions, etc., to whom I/We are indebted, for the purpose of obtaining a confidential credit report.

This Agreement also prohibits Small Business Initiative staff from divulging or offering this confidential information to any persons, parties, institutions, etc., except those persons constituting the Small Business Initiative Loan Review Committee.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

CERTIFICATION & DISCLOSURE AGREEMENT

I hereby certify the above information is true and correct. The Undersigned further represents that there are no encumbrances against any of the foregoing property except those specifically disclosed above. SBI is authorized to verify the information disclosed and to perform a credit investigation. The Undersigned authorizes SBI to give credit information to any credit reporting service and to advise others about your credit experience with SBI. It is also agreed that your financial statement shall remain the property of SBI whether or not credit is granted and that all documentation will be maintained to protect your confidentiality in accordance with the Freedom of Information Act requirements.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Applicant

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Co-Applicant/Guarantor

Reviewed by SBI Staff

\_\_\_\_\_  
Authorized Signature