

**CITY OF LAUDERHILL MICRO-LOAN PROGRAM APPLICATION**

Please provide the following information. If you need more space, attach additional sheets to this application.

**SECTION 1: BUSINESS INFORMATION** (Use additional paper if necessary)

Business Owner(s):

Name(s) \_\_\_\_\_ SS# \_\_\_\_\_

Names(s) \_\_\_\_\_ SS# \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Business Trade Name: \_\_\_\_\_

A) Business Location (if different): \_\_\_\_\_

B) Own or Lease \_\_\_\_\_ If Leasing, monthly rent: \$ \_\_\_\_\_

City, State and Zip Code \_\_\_\_\_

Describe Type of Business (Product or Service): \_\_\_\_\_

Business: (Check one)      **New** (under 24 months – See section 11) Existing

Have you met all the legal requirements necessary to establish your business?

\_\_\_\_\_ YES \_\_\_\_\_ NO

Federal Tax ID Number \_\_\_\_\_

Type of Business Organization: (Check One)

Partnership      Sole Proprietorship      Not yet established

S Corporation      C Corporation      Other \_\_\_\_\_

Date Business was established: \_\_\_\_\_

Current Number of Employees:    Full-time \_\_\_\_\_    Part-time \_\_\_\_\_

Employment increase expected over next 2 years \_\_\_\_\_

Any person/business judgments, past due taxes, unsettled lawsuits or major disputes?

\_\_\_\_\_ YES \_\_\_\_\_ NO

Has the business or any owner of the business been involved in bankruptcy?

\_\_\_\_\_ YES \_\_\_\_\_ NO

If YES, give date and explain: \_\_\_\_\_

Demographic Information: The following information is being obtained for statistical purposes only. Please check all those that apply:

Business Owned by: \_\_\_\_\_ Female (100%) \_\_\_\_\_ Female (51% or more)

\_\_\_\_\_ Male (100%) \_\_\_\_\_ Male (51% or more)

Race/Ethnicity : \_\_\_\_\_ Black \_\_\_\_\_ Hispanic \_\_\_\_\_ White \_\_\_\_\_ Asian/Pacific

\_\_\_\_\_ Eskimo \_\_\_\_\_ American \_\_\_\_\_ Indian \_\_\_\_\_ Multi-Group

Other: (Please indicate) \_\_\_\_\_

As of the date of this application the number of people in your household is \_\_\_\_\_ and the combined household income is: (PLEASE CHECK)

\_\_\_\_\_ less than \$25,000 \_\_\_\_\_ less than \$35,700 \_\_\_\_\_ less than \$44,250

\_\_\_\_\_ less than \$28,550 \_\_\_\_\_ less than \$38,550 \_\_\_\_\_ less than \$47,100

\_\_\_\_\_ less than \$32,100 \_\_\_\_\_ less than \$41,400 \_\_\_\_\_ more than \$47,101

**SECTION II: FOR NEW BUSINESSES ONLY:** Individuals applying for loans to establish a new business will be required to prepare a Business Plan which adequately describes the operation of their proposed business.

Have you completed a Business Plan? \_\_\_\_\_ YES \_\_\_\_\_ NO

If so, please attach a copy of the Business Plan to this Application.

When and by whom was the Business Plan prepared?

---

If a consultant/advisor prepared the plan, please provide their name, address and telephone number.

---

---

If you have not completed a Business Plan, would you like information on assistance available to help you prepare a Business Plan? \_\_\_\_\_ YES \_\_\_\_\_ NO

**SECTION III: FINANCING INFORMATION:** Please be specific.

Purpose of the Loan Request: \_\_\_\_\_

---

How will the loan help the business? \_\_\_\_\_

---

Have you contacted a bank for financing? \_\_\_\_\_ YES \_\_\_\_\_ NO

If YES, what bank? \_\_\_\_\_

Bank contact person \_\_\_\_\_ Telephone #: \_\_\_\_\_

Have you ever received financing for your Business? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes please specify amount and describe the use of the funds. \_\_\_\_\_

---

Total amount of this loan request \$ \_\_\_\_\_ Please specify and describe the use of loan funds below.

<b>Item</b>	<b>Description</b>	<b>Amount</b>
Payables	_____	\$ _____
Inventory	_____	\$ _____
Equipment	_____	\$ _____
Furniture/Fixtures	_____	\$ _____
Leasehold Improvements	_____	\$ _____
Operating Expenses	_____	\$ _____
<b>TOTAL</b>		<b>\$ _____</b>

Proposed repayment terms \_\_\_\_\_ Months \_\_\_\_\_

Source of repayment: (Check one)

\_\_\_\_\_ Operating Profit \_\_\_\_\_ Personal Income \_\_\_\_\_ Other (Specify)

Proposed Collateral:

\_\_\_\_\_ Personal Guaranty \_\_\_\_\_ Business Guaranty \_\_\_\_\_ Co-signer

\_\_\_\_\_ Lien on Equipment \_\_\_\_\_ Mortgage

Other (Explain) \_\_\_\_\_

---

Other sources of income: \_\_\_\_\_

---

Amount and source of personal or private (non-city loan) funds available to invest in the

business/project: \$ \_\_\_\_\_

**Please provide all information if available as requested in Section IV. (if not available, explain below.)**

**SECTION IV: PLEASE SUBMIT 2 COPIES OF THE FOLLOWING INFORMATION:**

The following information is needed if applicable to your project, along with this Application Form, so that we can consider your loan request and decide on its feasibility for processing:

- \_\_\_\_\_ Personal Financial Statements for All Business Owners
- \_\_\_\_\_ Personal Tax Returns for 2 Years for All Business Owners
- \_\_\_\_\_ Resume(s) or Profile for All Owners and Management
- \_\_\_\_\_ Company Tax Returns for 2 Years
- \_\_\_\_\_ Company Financial Statements for 2 Years
- \_\_\_\_\_ Type of Company Financial Management/Bookkeeping System
- \_\_\_\_\_ Bank Statements from Business Last 6 months
- \_\_\_\_\_ Business Plan (Start-ups and Existing less than 2 years)
- \_\_\_\_\_ Month-to-Month Cash Flow Projection for One Year
- \_\_\_\_\_ Collateral Verification
- \_\_\_\_\_ List of Customers and Suppliers for Receivables and Payables
- \_\_\_\_\_ Three Business References (banks, suppliers, etc.)
- \_\_\_\_\_ Copy of Business License
- \_\_\_\_\_ Company Product/Service Brochures/Samples/Other Information
- \_\_\_\_\_ Other (Describe)

