

East Montgomery County Economic Development Corporation

*"Where Small Business is Big Business"*

Dear Prospective Borrower,

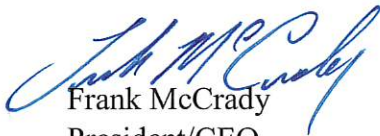
Thank you for contacting *East Montgomery County Economic Development Corporation (EMCEDC)* about a small business loan. As a non-profit lender and loan intermediary, we offer diverse loan options with prompt, professional, and quality service.

To apply, please complete and return to our office:

- Attached forms (authorization, application, and addendums)
- Three years of personal tax returns for each owner
- Three years of business tax returns with year-end financial statements
- Year-to-date interim business financial statements
- For start-up businesses, business plan with detailed projections
- \$35. Non-refundable credit report fee for each owner

After reviewing the above documents, we will arrange a time to further discuss the loan request, the possibility of approval, and application fees. Please feel free to call or email us with questions or concerns about the application process.

Sincerely,



Frank McCrady  
President/CEO

East Montgomery County Improvement District

[Fmccrady@emctx.com](mailto:Fmccrady@emctx.com)

**Authorization to Release Information**  
**and**  
**Acknowledgement**

I/We hereby authorize the release to East Montgomery County Economic Development Corporation (EMCEDC) of any information they may require at any time for any purpose related to my/our credit transaction with them.

I/We hereby authorize EMCEDC to verify my/our past and present employment earnings records, bank accounts, stockholdings, and other asset balances that are needed to process my/our loan application. I/We further authorize EMCEDC to order a consumer credit report and other credit information, including past and present mortgage and landlord references. I/We understand that the information EMCEDC obtains will be used only to determine my/our credit worthiness in processing this application for a business loan.

I/We acknowledge that the information in this application is provided to induce EMCEDC to extend or to continue the extension of credit to me/us upon my/our guaranty or to others upon my/our guaranty. I/We acknowledge and understand that EMCEDC will rely on the information provided herein in deciding to grant/continue credit or to secure a guarantee thereof. I/We agree to notify EMCEDC immediately and in writing of any change in name, address, or employment and to fully disclose any material adverse change (1) in my/our financial condition or (2) in my/our ability to perform my/our obligations to EMCEDC or any other lender. I/We understand that these documents as well as any other additional information I/we provide is the property of EMCEDC.

I/We agree to submit a loan application fee of \$35 per guarantor along with this application. Additionally, I/we acknowledge that EMCEDC charges a loan service fee in connection with loans guaranteed by the U.S. Government and that a non-refundable deposit of up to \$1,000 may be required before EMCEDC can complete my/our loan package for lender consideration. I/We further acknowledge that EMCEDC's total fee is considered earned once a loan commitment is issued and may be invoiced/due immediately.

I/We hereby certify that all information, attachments, and exhibits provided herein or at a later date are valid and correct to the best of my/our knowledge.

\_\_\_\_\_  
Printed Name of Applicant/Guarantor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant/Guarantor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant/Guarantor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant/Guarantor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# APPLICATION FOR SMALL BUSINESS LOAN

## SECTION A - GENERAL INFORMATION:

Business Name		Name of Principal in Charge		Business Phone	
				Cell Number	
Business Address		City	County	Zip Code	
					Tax ID or SSN
Description of Business/Product(s)/Service(s)					Email Address
Type of Business		Legal Structure		Date Established	
				Business Plan (for start-ups or companies reporting losses) Yes      No	
				Have you received other government loans in the past? If yes, provide details on attached sheet Yes      No	
Bank Name		Loan Officer		Phone Number	
					Do you own other businesses? If yes, provide 3 years of tax returns and # of employees below Yes      No
Accounting Firm		Contact		Phone Number	
					<b>NUMBER OF EMPLOYEES</b> Currently _____ After Loan _____

## SECTION B - PROPOSED USE OF LOAN PROCEEDS:

Category	Amount	Category	Amount
Building/Land Acquisition	\$	Payoff SBA Loan(s)	\$
New Construction, Expansion or Repair	\$	Payoff Non-SBA Bank Loan(s)	\$
Acquisition and/or Repair of Machinery and Equipment	\$	Pay Other Business Debt(s)	\$
Inventory Purchase	\$	All Other	\$
Working Capital	\$	<b>TOTAL PROJECT</b>	\$
Acquisition of Existing Business	\$	<b>AMOUNT YOU CAN INVEST</b>	\$

For building, new construction, expansion, or repair, will you lease space to another business? YES \_\_\_\_ NO \_\_\_\_  
 If YES, what percent of the building will you lease to others? \_\_\_\_%

**SECTION C - BUSINESS INDEBTEDNESS:** Provide the following information on all installment debts, leases, contracts, notes and mortgages payable. Attach additional sheet if necessary.

To Whom Payable	Original Amount	Original Date	Current Balance	Interest Rate	Maturity Date	Monthly Payment	Type of Collateral	Past Due Yes or No	To Be Paid Off By New Loan? Yes or No
	\$		\$			\$			
	\$		\$			\$			
	\$		\$			\$			
	\$		\$			\$			
	\$		\$			\$			
	\$		\$			\$			

**SECTION D - COMPANY OWNERSHIP AND MANAGEMENT:** Include Proprietors, Partners, Officers, Directors, Stockholders of more than 20%. 100% of ownership must be shown. Attach additional sheet if necessary.

Name and Title	Home Address, City, State, Zip Code	% Owned

**SECTION E - COMPANY HISTORY, JUSTIFICATION FOR CHANGE IN OWNERSHIP, MAJOR CHALLENGES AND OPPORTUNITIES, COMPETITION, AND OTHER INFORMATION THAT MAY BE USEFUL TO THE LENDER:**  
CONTINUE ON SEPARATE SHEET IF NECESSARY.

## PERSONAL FINANCIAL STATEMENT

**COMPLETE THIS FORM FOR:** (1) each proprietor; (2) general partner; (3) managing member of a limited liability company (LLC); (4) each owner of 20% or more of the equity of the applicant (including the assets of the owner's spouse and any minor children); and (5) any person providing a guaranty on the loan.

Name Business Phone

Home Address

City, State, & Zip Code

ASSETS		LIABILITIES	
	(Omit Cents)		(Omit Cents)
Cash on Hand & in Banks	\$	Accounts Payable	\$
Savings Accounts	\$	Notes Payable to Banks and Others (Describe in Section 2)	\$
IRA or Other Retirement Account (Describe in Section 5)	\$	Installment Account (Auto) Mo. Payments \$	\$
Accounts & Notes Receivable (Describe in Section 5)	\$	Installment Account (Other) Mo. Payments \$	\$
Life Insurance - Cash Surrender Value Only (Describe in Section 8)	\$	Loan(s) Against Life Insurance	\$
Stocks and Bonds (Describe in Section 3)	\$	Mortgages on Real Estate (Describe in Section 4)	\$
Real Estate (Describe in Section 4)	\$	Unpaid Taxes (Describe in Section 6)	\$
Automobiles (Describe in Section 5, and include Year/Make/Model)	\$	Other Liabilities (Describe in Section 7)	\$
Other Personal Property (Describe in Section 5)	\$	Total Liabilities	\$
Other Assets (Describe in Section 5)	\$	Net Worth	\$
<b>Total</b>	\$	<b>Total</b>	\$

\*Must equal total in assets column

Section 1 - Source of Income		Contingent Liabilities	
Salary	\$	As Endorser or Co-Maker	\$
Net Investment Income	\$	Legal Claims & Judgments	\$
Real Estate Income	\$	Provision for Federal Income Tax	\$
Other Income (Describe below)*	\$	Other Special Debt	\$

Description of Other Income in Section 1:

\*Alimony or child support payments should not be disclosed in "other income" unless it is desired to have such payments counted toward total income.

## Section 2 - Notes Payable to Banks and Others:

Use attachments if necessary. Each attachment must be identified as part of this statement and signed.

Names and Addresses of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency (monthly, etc.)	How Secured or Endorsed Type of Collateral
	\$	\$	\$		
	\$	\$	\$		
	\$	\$	\$		
	\$	\$	\$		
	\$	\$	\$		

### Section 3 - Stocks and Bonds:

Use attachments if necessary. Each attachment must be identified as part of this statement and signed.

Number of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value
		\$			\$
		\$			\$
		\$			\$
		\$			\$

## Section 4 - Real Estate Owned:

List each parcel separately. Use attachment if necessary. Each attachment must be identified as part of this statement and signed.

	Property A	Property B	Property C
Type of Real Estate (e.g. Primary Residents, Other Residence, Rental Property, Land, etc.)			
Address			
Date Purchased			
Original Cost			
Present Market Value			
Name & Address of Mortgage Holder			
Mortgage Account Number			
Mortgage Balance			
Amount of Payment per Month/Year			
Status of Mortgage			

## Section 5 - Other Personal Property and Other Assets:

Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payments and, if delinquent, describe delinquency.

\_\_\_\_\_

### Section 6 - Unpaid Taxes:

Describe in detail as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches:

[illegible]

**Section 7 - Other Liabilities:**

Describe in detail.

**Section 8 - Life Insurance Held:**

Give face amount and cash surrender value of policies - name of insurance company and Beneficiaries.

**CERTIFICATION:** (to be completed by each person submitting the information requested on this form and the spouse of any 20% or more owner when spousal assets are included.)

By signing this form, I certify under penalty of criminal prosecution that all information on this form and any additional supporting information submitted with this form is true and complete to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

**NOTICE TO LOAN AND SURETY BOND APPLICANTS**

Knowingly making a false statement on this form is a violation of Federal law and could result in criminal prosecution, significant civil penalties, and a denial of your loan or surety bond application. A false statement is punishable under 18 U.S.C. §§ 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 15 U.S.C § 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000; and, if submitted to a Federally-insured institution, a false statement is punishable under 18 U.S.C § 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000. Additionally, false statements can lead to treble damages and civil penalties under the False Claims Act, 31 U.S.C. § 3729, and other administrative remedies including suspension and debarment.

## Personal Resume Form:

To be completed by each principal involved in the loan.

Name \_\_\_\_\_  
FIRST MIDDLE MAIDEN LAST

Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_ Race \_\_\_\_\_ Social Security No. \_\_\_\_\_

☐ U.S. Citizen-if not, please provide alien registration number \_\_\_\_\_

Home address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Cell phone \_\_\_\_\_ Business phone \_\_\_\_\_

Immediate past address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Are you employed by the U.S. Government? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, give name of agency and position: \_\_\_\_\_

Spouse's name \_\_\_\_\_  
FIRST MIDDLE MAIDEN LAST

Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_ Race \_\_\_\_\_ Social Security No. \_\_\_\_\_

## Personal Information:

*Be sure to answer the next three questions correctly because they are important. The fact that you have an arrest or conviction record will not necessarily disqualify you; an incorrect answer will probably cause your application to be turned down.*

Are you presently under indictment, on parole or probation? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been charged with or arrested for any criminal offense other than a minor vehicle violation? Include offenses which have been dismissed, discharged, or nolle prosequi. (All arrests and charges must be disclosed and explained on an attached sheet) Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted, placed on pretrial diversion, or placed on any form of probation, including adjudication withheld pending probation, for any criminal offense other than a minor motor vehicle violation? Yes \_\_\_\_\_ No \_\_\_\_\_

## Military Service Background:

Branch \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Rank at discharge \_\_\_\_\_ Honorable? \_\_\_\_\_

Job description \_\_\_\_\_



**Work Experience:**

Name of Company \_\_\_\_\_ % of business owned \_\_\_\_\_  
Full address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_ Title \_\_\_\_\_ Duties \_\_\_\_\_  
\_\_\_\_\_

Name of Company \_\_\_\_\_ % of business owned \_\_\_\_\_  
Full address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_ Title \_\_\_\_\_ Duties \_\_\_\_\_  
\_\_\_\_\_

Name of Company \_\_\_\_\_ % of business owned \_\_\_\_\_  
Full address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_ Title \_\_\_\_\_ Duties \_\_\_\_\_  
\_\_\_\_\_

**Education:**

College or Technical Training

Name and Location	Date Attended	Major	Degree or Certificate
1. _____	_____	_____	_____

Comments \_\_\_\_\_

Name and Location	Date Attended	Major	Degree or Certificate
2. _____	_____	_____	_____

Comments \_\_\_\_\_

Name and Location	Date Attended	Major	Degree or Certificate
3. _____	_____	_____	_____

Comments \_\_\_\_\_

Name and Location	Date Attended	Major	Degree or Certificate
4. _____	_____	_____	_____

Comments \_\_\_\_\_