

## MICRO BUSINESS LOAN APPLICATION

### For Start-up & Existing Businesses Seeking Loan Capital

Information on this form is required in order to start the application process  
*(Certain information will be provided to our funders: Federal, State, Local and Private as required).*  
 All information will otherwise be kept strictly confidential

Please complete the application data and return it with the following items:

- \_\_\_ 1. \$75 Application Fee and \$30 Credit Bureau Report (per individual applicant)
- \_\_\_ 2. Two original recent pay stubs
- \_\_\_ 3. Two years personal tax returns
- \_\_\_ 4. Two years business tax returns
- \_\_\_ 5. Aging of Receivables and Payables from your business
- \_\_\_ 6. A personal financial statement (form attached)
- \_\_\_ 7. If you are buying a business – 2 years tax returns and a balance sheet for the business you are buying
- \_\_\_ 8. If you are a start-up (less than 3 years) – 3 years of cash flow projections with the first 12 months of the first year detailed by month
- \_\_\_ 9. A written business plan (our staff can aid you in preparation of a written business plan)
- \_\_\_ 10. DUNS number applied for by borrower (please visit [www.mainestreamfinance.org](http://www.mainestreamfinance.org) or contact us for instructions)

## SECTION I: APPLICANT INFORMATION

### OWNER/BORROWER CONTACT

Name:		Date of Birth:	
Mailing Address:			
City:	State:	Zip Code:	County:
Residence Address:			
City:	State:	Zip Code:	County:
Length of time at this address: _____ years _____ months			
Home Phone:	Cell:	Fax:	
E-mail:			
Race: <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Asian <input type="checkbox"/> Other _____		Ethnicity: <input type="checkbox"/> Hispanic, Latino, or Spanish	
Tribal Membership (if applicable):			

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Education Completed:	Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Disabled	Active Military? <input type="checkbox"/> Yes <input type="checkbox"/> No Branch of Service:
Do you file taxes as Head of Household? <input type="checkbox"/> Yes or <input type="checkbox"/> No # in Household:	# of Dependents:	Ages:
Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Never Married <input type="checkbox"/> Unmarried living with partner <input type="checkbox"/> Widowed		
Do you have any personal/business judgments, unsettled lawsuits, major disputes or tax liens against you or pending? <input type="checkbox"/> Yes or <input type="checkbox"/> No		
If yes, please explain:		

## SECTION II: BUSINESS INFORMATION

BUSINESS INFORMATION		
Name of Business:		
Primary Business Address:		
City:	State:	ZIP Code:
EIN:	NAICS Codes:	DUNS Number:
Legal Structure: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> S-Corporation <input type="checkbox"/> C-Corporation <input type="checkbox"/> LLC		
Owner's Name:	% of Ownership:	Annual Compensation:
Owner's Name:	% of Ownership:	Annual Compensation:
Are you a: <input type="checkbox"/> Start-up (less than 3 years) <input type="checkbox"/> Growing (3-5 years) <input type="checkbox"/> Underway (5 years or more)		
Date of Formation:		
Current Employees F/T_____ P/T_____ Seasonal_____	Projected New Hires F/T_____ P/T_____ Seasonal_____ (Within the next 12 months)	
Accounting Software Used:	Accounting Method Used:	
Do you have a Business Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	Home Based? <input type="checkbox"/> Yes <input type="checkbox"/> No	
BUSINESS BIO		
Please describe your business and why you got started:		

262 Harlow Street • P.O. Box 1162 • Bangor, Maine 04402  
1.800.215.4942  
www.MaineStreamFinance.org

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## SECTION III: FINANCING INFORMATION

How will this loan help your business?

Have you received technical assistance or taken business classes? If yes, please describe:

Have you applied to another lender(s) for financing? <input type="checkbox"/> Yes or <input type="checkbox"/> No	How much did you apply for?
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If yes, what is the status of your application?

**LOAN PURPOSE (Please indicate what the loan will be used for)**

<u>Use:</u>	<u>Source:</u>	<u>Amount:</u>
<u>Example: GMC Sierra 2500 work truck</u> <u>Example: Marketing</u>	<u>MaineStreamFinance</u> <u>Equity</u>	<u>\$25,000</u> <u>\$3,000</u>

**REPAYMENT & COLLATERAL**

How many months would you like to pay this loan off?

I propose to pledge the following items as collateral (please describe and include approximate value):

<u>Item Description:</u>	<u>Value:</u>	<u>Source of Value:</u>	<u>Prior Mortgage/Lienholder</u>
<u>Example: Real Estate @ 123 Anydrive, Anyplace, ME</u>	<u>\$95,000</u>	<u>Tax Assessment</u>	<u>Bank A</u>

Describe any other sources of household income:

Please list the amount and source of personal (non-loan) funds that you have invested:

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REFERENCES	
Name:	Address:
Phone:	Account #:
Name:	Address:
Phone:	Account #:
Name:	Address:
Phone:	Account #:

## SECTION IV: CERTIFICATIONS

Please read the following carefully and sign and date the application below. All owners of 10% or more, and partners must sign:

The information provided in this application is accurate to the best of my/our knowledge. I/we understand that personal and /or business information may be requested pursuant to the Loan Application and I/we hereby give my/our consent for such information to be provided. Specifically I/we give the lender authorization to contact any employer, financial institution, town official, or other agency deemed necessary in the sole discretion of the lender, to obtain information or verification required to complete my/our request for a commercial loan. I/we also understand that the Lender retains the sole decision as to whether this Loan Application is approved, declined or modified. It is my/our right to accept or decline the loan amount, rate and terms approved by MaineStream Finance. I/we understand that credit reports may be obtained in connection with the Application. Upon my/our request, I/we will be informed whether or not credit reports were obtained, and if so the name and address of the consumer reporting agency that furnished the report will be provided.

Name of Borrower (Printed):	Name of Co-Borrower (Printed):
Signature:	Signature:
Date:	Date:
SS #:	SS #:
DOB:	DOB:

***Please return the requested information to MaineStream Finance. We will review your request once we receive a complete loan application and business plan for you. If you have questions, or need additional information please contact our loan offices at:  
262 Harlow Street, Bangor, ME 04402 or call: 207-973-3663***

***Thank you! We look forward to reviewing your application***

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