

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. \$150 Application Fee
- ___ 2. \$90 Credit Bureau Report (per individual applicant); \$175 Credit Bureau Report (per joint applicants)
- ___ 3. Two original recent pay stubs and bank statements
- ___ 4. Two years personal tax returns
- ___ 5. Two years business tax returns
- ___ 6. Aging of Receivables and Payables from your business
- ___ 7. A personal financial statement (form attached)
- ___ 8. If you are buying a business – 2 years tax returns and a balance sheet for the business you are buying
- ___ 9. 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
- ___ 10. A written business plan (our staff can aid you in preparation of a written business plan)
- ___ 11. DUNS number applied for by borrower (please visit www.mainestreamfinance.org or contact us for instructions)

SECTION I: APPLICANT INFORMATION

OWNER/BORROWER CONTACT

First Name:	Last 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	E-mail: _____
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Home Phone: _____	Cell: _____	Fax: _____

Race: <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Black or African American <input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Asian <input type="checkbox"/> Other _____	Ethnicity: <input type="checkbox"/> Hispanic, Latino, or Spanish
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Tribal Membership (if applicable): _____	Education Completed: _____
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MICRO BUSINESS LOAN APPLICATION



Do you file taxes as Head of Household? <input type="checkbox"/> Yes or <input type="checkbox"/> No		Annual Income:	
# of Dependents:	Ages:	Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No	Active Military? <input type="checkbox"/> Yes <input type="checkbox"/> No
# in Household:		<input type="checkbox"/> Disabled	Branch of Service:
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 (required):	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:	<input type="checkbox"/> Business owned 51% or more by a female		
Full-Time Year round Employees:	Projected New Hires F/T_____ P/T_____ Seasonal_____		
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:

MICRO BUSINESS LOAN APPLICATION



SECTION III: FINANCING INFORMATION

How will this loan help your business?

Have you received technical assistance or taken business classes? Yes or No

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?

USE OF FUNDS (Please indicate what the loan will be used for)

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

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>
Example: Real Estate @ 123 Anydrive, Anyplace, ME	\$95,000	Tax Assessment	Bank A: \$65,000 balance

Describe any other sources of household income:

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

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

MICRO BUSINESS LOAN APPLICATION



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: 207-973-3509

Thank you! We look forward to reviewing your application

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