

**MENTOR SMALL BUSINESS LOAN FUND PROGRAM
LOAN APPLICATION**



MEACO

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

Section I: Business Information

1. Business Name: _____
2. Contact Person: _____ Title: _____
3. Business Address: _____
4. Business Telephone: _____
- Email: _____
5. Describe Type of Business: (Product or Service): _____

6. Federal Tax ID #: _____ 7. Date Business Established: _____

8. Type of Business Organization: _____ Partnership _____ Sole Proprietorship
_____ Limited Liability Company _____ "S" Corporation _____ "C" Corporation

9. Employment:
- How many employees does your company currently have?
_____ Full Time _____ Part Time (less than 40 hrs/week) _____ Total FTE (FT + PT/2)
- How many new jobs will be created over next two years?
_____ Full Time _____ Part Time (less than 40 hrs/week) _____ Total FTE (FT + PT/2)

At least one newly created full time job must be available to persons in low and moderate income households.
Job creation start date: _____

10. Owners (anyone who owns 10% or more of the Business must be listed):

Name(s)	SS#	Home Address	City/State/Zip
a. _____			
b. _____			
c. _____			

11. Any personal/business judgments, unsettled lawsuits or major disputes? _____ YES _____ NO
- If YES, please explain: _____

12. Has the business, or any principals of the business, been involved in bankruptcy or insolvency proceedings?
_____ YES _____ NO
- If YES, please explain: _____

Section II: Business Plan Information

Individuals applying for loans, who have been in business less than two years, will be required to prepare a Business Plan which adequately describes the business operations:

1. Business Status: (check one) _____ New (under 24 months) _____ Existing (over 24 months)
2. Have you completed a Business Plan? _____ YES _____ NO (If YES, please attach a copy of the Business Plan)
3. When and by whom was the Business Plan prepared? _____

Section III: Financing Information

1. Total amount of financing needed for entire project: \$ _____
2. Purpose of loan request: _____

3. Has a Bank agreed to loan 50% or more of the total amount needed? ___ YES ___ NO
4. Participating Bank Name: _____ Bank Contact: _____
Bank Telephone Number: _____ Amount of Loan from Bank: \$ _____
5. Amount of loan requested from MEACO: \$ _____
6. Amount and source of personal (non-loan funds available to invest in the business/project): \$ _____

Section IV: Certifications Please read the following and sign below. All principal owners, officers, or partners must sign this application. If you have any questions, please call 440-974-5739.

The information in this Loan Application is provided for the purpose of applying for funds under the Mentor Small Business Loan Fund Program. The information is accurate to the best of my knowledge. By signing this application, I understand that I am giving Mentor Economic Assistance Corporation (MEACO) permission to obtain a consumer credit report that will be reviewed and evaluated pertaining to this loan application. I further understand that my signature grants MEACO permission to obtain and evaluate any business credit information that pertains to this loan request. I understand the Mentor Small Business Loan Fund Program retains sole decision whether this Loan Application is approved, disapproved or modified. It is my right to accept or decline the loan amount, rate and terms approved by the Loan Program.

Name: (printed) _____ **Name: (printed)** _____
Signature: _____ **Signature:** _____
Date: _____ **Date:** _____

<p>For MEACO Use Only:</p> <p><u>Action</u> _____ Referred by _____ Date Received _____ Date Analyzed _____ Additional Info Requested ___ YES ___ NO _____ Loan Officer Site Review _____ Review Completed _____ Results ___ Approved ___ Not Approved</p>	<p><u>Comments</u></p>	<p><u>Technical Assistance</u> _____ Strategic Planning _____ Accounting/Record Keeping _____ Human Resources _____ Business Financing _____ Information Technology _____ Business Management _____ Marketing/Promotion _____ Inventory Control _____ Other:</p>
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The Mentor Small Business Loan Fund receives its funding from the City of Mentor’s Community Development Block Grant (CDBG) Program and the Mentor Economic Assistance Corporation. Recipients of loan proceeds must comply with all applicable regulations governing the use of CDBG funds.

MEACO

Contact Information:

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