

# Community Development Authority (CDA)

## BUSINESS LOAN PROGRAM APPLICATION

BORROWER/BUSINESS INFORMATION					
Borrower's Name:			Tax Identification #:		
Name of Business:			Telephone #:		
Principal Business Address: Street:			Mailing Address: Street:		
City:	MA	Zip:	City:	MA	Zip:
Email Address:					
<b>IF YOU INTEND TO APPLY FOR JOINT CREDIT, PLEASE INITIAL HERE:</b>					
			Applicant	Co-Applicant	
Please check one: <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Individuals					
<input type="checkbox"/> Trust <input type="checkbox"/> LLC <input type="checkbox"/> LLP <input type="checkbox"/> Non-Profit					
Type of Business: <input type="checkbox"/> Manufacturer <input type="checkbox"/> Retailer <input type="checkbox"/> Service <input type="checkbox"/> Wholesaler/Distributor					
<input type="checkbox"/> Other (specify)					
Year Established:		Current Number of Employees:		Do you anticipate hiring new employees? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many?	
MANAGEMENT/GUARANTORS					
Name		Title		% Ownership	Social Security #
LOAN REQUEST					
Amount		Term (Years)	Purpose of Loan:		
Payment Method <input type="checkbox"/> Manual <input type="checkbox"/> Electronic					
Comments:					
<b>IF YOU INTEND TO APPLY FOR JOINT CREDIT, PLEASE INITIAL HERE:</b>					
			Applicant	Co-Applicant	

**BORROWER/BUSINESS FINANCING**

Primary Lender(s)	Amount	Term (Years)	Approval Received
			<input type="checkbox"/> No <input type="checkbox"/> Yes
			<input type="checkbox"/> No <input type="checkbox"/> Yes

Comments:

**COLLATERAL/BUSINESS ASSETS**

If your collateral consists of real estate, accounts receivable and/or inventory, fill in appropriate spaces. If you are pledging machinery and equipment, furniture and fixtures and/or other, please provide and itemized list that contains all articles that had an original value greater than \$1,000. Include a copy of last year's property tax bill and legal description of any real estate offered as collateral.

ASSET	DATE ACQUIRED	ORIGINAL VALUE	PRESENT VALUE	PRESENT LOAN BALANCE
COMMERCIAL REAL ESTATE				
PERSONAL REAL ESTATE				
MACHINERY & EQUIPMENT				
FURNITURE & FIXTURES				
ACCOUNTS RECEIVABLE				
INVENTORY				
OTHER				
TOTAL				

**NOTES PAYABLE**

BANK NAME	LOAN TYPE	MATURITY DATE	COLLATERAL	PRESENT BALANCE	MONTHLY PAYMENT

**BUSINESS FINANCIAL SUMMARY**

What is the name of your primary bank? \_\_\_\_\_ Deposit account number(s): \_\_\_\_\_

Please indicate the number of years experience in the industry by the majority owner(s): \_\_\_\_\_

Have you or your business guaranteed any debts not listed on the financial statements?  No  Yes (If yes, what is the total \_\_\_\_\_)

liability? \$
Is your business a party to any claim or lawsuit? <input type="checkbox"/> No <input type="checkbox"/> Yes
Have you ever owned or operated a business that declared bankruptcy? <input type="checkbox"/> No <input type="checkbox"/> Yes
Does your business owe any taxes for years prior to the current year? <input type="checkbox"/> No <input type="checkbox"/> Yes
Please state whether more than 20% of sales are to one customer. <input type="checkbox"/> No <input type="checkbox"/> Yes
<b><i>If you answered "yes" to any of the above questions, please provide the details as an addendum.</i></b>

The applicant(s) hereby certify that the information contained in this application is provided to induce the Community Development Authority (CDA) to extend credit to the business. The applicant(s) acknowledge and understand that the CDA is relying on the information provided in this application in deciding whether to grant credit. Each of you represents, warrant, and certify that the information is true, correct, and complete. Each of you agrees to notify the CDA immediately of any materially adverse change in any of the information contained in this application, or your or any proposed guarantor's financial condition. The CDA is authorized to make all inquiries it deems necessary to verify the accuracy of the information contained in this application. You authorize any person or credit reporting agency to give the CDA any information it may have about you. Each of you authorizes the CDA to answer questions about the CDA credit experience with you. You understand that the CDA may request additional information to complete this application.

_____	_____	_____
Applicant Signature	Title	Date

_____	_____	_____
Co-Applicant Signature	Title	Date

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## BUSINESS LOAN PROGRAM APPLICATION CHECKLIST

**Please use the list below to insure that your application is complete:**

- Create a cover letter introducing yourself and your business and/or project
- Business Loan Applicants must submit a project budget that details the project costs and other sources of funds
- Complete the CDA Business Loan Program Application
- Complete the personal financial statement form
- Personal federal tax returns for the last 2 years (please include all schedules)
- Federal tax returns for the business for the last 2 years
- Please provide accountant prepared financial statements on the business for the same period. If not available, please indicate with "n/a."
- A non-refundable check in the amount of \$350 made payable to the *CITY OF PEABODY COMMUNITY DEVELOPMENT AUTHORITY*