# REVOLVING LOAN FUND PROGRAM APPLICATION PACKAGE

### **INTRODUCTION**

Merrimack Valley Economic Development (MVED) Corporation is a non-profit, corporation set up in 1995 to improve the economy of Merrimack Valley cities and towns by assisting small businesses to start-up, expand and create new jobs. MVED covers the municipalities of Amesbury, Andover, Boxford, Georgetown, Groveland, Haverhill, Lawrence, Methuen, Newbury, Newburyport, No. Andover, Rowley, Salisbury, and West Newbury.

### **MVED's LOAN PROGRAM**

MVED provides Gap financing in amounts usually ranging from \$25,000 to \$200,000, but there is no set maximum amount. These loans can be used for working capital, real estate for the use of the small business and/or machinery and equipment. Many small businesses may be eligible.

MVED expects that jobs will be created or retained as a result of its loans. The purpose of MVED financing is to assist small businesses which cannot obtain the entire financing they need from a bank or other private source.

### **APPLICATION PROCESS**

If you are interested in a loan, please fill out the application form and return it to MVED. Make sure that all items that apply in the "List of Information Needed" are included with your package. If you are <u>starting up</u> a small business please include your <u>Business Plan.</u>

It is important that you submit all the requested information in order for MVED to expedite a decision on your local request. Loan decisions are made on the basis of the following: the small business' ability to create jobs and/or provide a community service; the character and management ability of the principals; the cash flow available to repay the loan; and collateral.

Please feel free to call MVED at (978) 374-0519 with any questions regarding the application. MVED is an equal opportunity lender. Please submit a **\$50.00** <u>non-refundable</u> application fee with your application.

## SMALL BUSINESS LOAN PROGRAM

## INFORMATION NEEDED

# (PLEASE PROVIDE ALL THE ITEMS THAT APPLY TO YOUR REQUEST)

 1.	Application Form and a Business Plan for a Start-Up Business.
 2.	Documentation on the Use of Loan Funds such as Purchase and Sale Agreements, Quotes and Estimates
 3.	Collateral Information such as Appraisals, Tax Assessments and Invoices
 4.	A Balance Sheet and Profit and Loss Statement and Income Tax Returns for the Business for the Previous Three Years.
 5.	A Current Balance Sheet and a Current Profit and Loss Statement for the Business.
 6.	Projected Profit and Loss Statement and Day One Balance Sheet for a Start-Up Business.
 7.	A Monthly Cash Flow for the First 12 Months of Operation or Three Months Beyond the Break-Even Point for a Start-Up Business.
 8.	List of Obligations for the Business (MVED Form).
 9.	Letter from Financial Institution Providing Financing or Proof of Other Private Investment; Proof of Financing Gap.
 10.	Resumes of Principals, or Personal Data Sheet (MVED Form).
 11.	Current Personal Financial Statements of Principals with 20 Percent or More Ownership (copy of current statement prepared for bank or MVED Form), and Personal Income Tax Returns for the Past Three Years.

STAFF USE:	ML	EF	RLF#1	RLF#2	RLF#3	HCF

#### REVOLVING LOAN FUND PROGRAM - APPLICATION FORM

# **BUSINESS INFORMATION** BUSINESS NAME: BUSINESS ADDRESS: PHONE NUMBER: \_\_\_\_\_\_FAX NUMBER: \_\_\_\_\_ FEDERAL TAX I.D. NUMBER: \_\_\_\_\_\_ SIC NUMBER: \_\_\_\_\_ DATE ESTABLISHED: \_\_\_\_\_ANNUAL SALES: \_\$ NATURE OF BUSINESS:\_\_\_\_\_ IS YOUR BUSINESS OR CASH FLOW SEASONAL? \_\_\_\_YES \_\_\_\_NO **EXPLAIN:** TERMS OF SALE YOU OFFER YOUR CUSTOMERS: TERMS OF SALE YOUR SUPPLIERS OFFER YOU: \_\_\_\_\_ EMPLOYEES: \_\_\_\_TOTAL \_\_\_\_FULL TIME \_\_\_\_PART-TIME **OWNERSHIP TYPE:** \_\_\_\_SOLE PROPRIETORSHIP \_\_\_\_\_C CORPORATION \_\_\_\_S CORPORATION \_\_\_\_GENERAL PARTNERSHIP \_\_\_\_LIMITED PARTNERSHIP \_\_\_\_ \_\_OTHER/EXPLAIN: \_\_\_\_\_ PRINCIPAL/OWNERS NAME \_\_\_\_\_ ADDRESS SOCIAL SECURITY NUMBER \_\_\_\_\_BIRTHDAY \_\_\_\_\_ PERCENTAGE OF OWNERSHIP \_\_\_\_\_\_TITLE\_\_\_\_ TELEPHONE \_\_\_\_\_

NAME	
ADDRESS	
SOCIAL SECURITY NUMBER	
PERCENTAGE OF OWNERSHIP	
TELEPHONE	
NAME	
ADDRESS	
SOCIAL SECURITY NUMBER	BIRTHDATE
PERCENTAGE OF OWNERSHIP	
TELEPHONE	
LOAN REQUEST	
AMOUNT DEOLIESTED FROM MVED \$	
AMOUNT REQUESTED FROM MVED \$ USE OF LOAN/PROJECT	
ITEM	COST
	Φ.
TOTAL	Φ.
TOTAL	\$
NEW EMPLOYEES TO BE HIRED IN TWO YEARS	S
WILL YOUR EMPLOYEES REQUIRE TRAINING (	EXPLAIN)
IS A BANK PROVIDING A PORTION OF THE	TOTAL FINANCING YOU NEED FOR
ABOVE PROJECT YES	
	<del></del>
IF NO, WHY?	
IF YES, WHICH BANK?	
AMOUNT OF LOAN	
LOAN OFFICER	PHONE NUMBER
WERE YOU REFERRED TO US BY A BANK?	YES NO
WHICH BANK?	
LOAN OFFICER	PHONE NUMBER
COLLATERAL FOR MVED LOAN	
VALUE OF COLLATERAL	
(PLEASE ATTACH INVOICES, APPRAISALS OR	ΓAX ASSESSMENTS
EXISTING LIENS ON COLLATERAL	

## **BUSINESS AND CREDIT REFERENCES**

DEPOSITORY BANK	
TYPE OF ACCOUNT	
CONTACT	PHONE NUMBER:
MAJOR SUPPLIER	
CONTACT	PHONE NUMBER:
MAJOR SUPPLIER	
CONTACT	PHONE NUMBER:
MAJOR CUSTOMER	
CONTACT	
MAJOR CUSTOMER	
CONTACT	PHONE NUMBER:
ACCOUNTANT	
PHONE NUMBER	
GENERAL INFORMATION	
Is your business an endorser, guarantor or co-maker	-
Statements?	YESNO
If yes, what is the total contingent liability? \$	
Is your business a party to any claim or lawsuit?	YESNO
Has your business ever declared bankruptcy?	YESNO
Are you payroll, federal, state & property taxes curre	
Are you current on all your debts?	YESNO
PLEASE PROVIDE NECESSARY EXPLANATION	NS:
Everything that has been stated in this application	is correct to the best of my/our knowledge
I/We further promise that the proceeds of this loan	
above and will not be used for any other purpose.	· · · · · · · · · · · · · · · · · · ·
application whether or not it is approved. You are a	•
to answer questions about my/our credit history wit	· · · · · · · · · · · · · · · · · · ·
any material changes in the information disclosed	• • • • • • • • • • • • • • • • • • • •
statements.	
SIGNATURE	DATE
SIGNATURENAME & TITLE (PLEASE PRINT)	
SIGNATURE	DATE
SIGNATURENAME & TITLE (PLEASE PRINT)	

Please submit a \$50.00 non-refundable application fee with your application.

Please make check payable to **MVED Corporation**.

# ${\bf MERRIMACK\ VALLEY\ ECONOMIC\ DEVELOPMENT\ (MVED)\ CORPORATION}$

## LIST OF OBLIGATIONS

Creditor	Original Date	Original Amount	Present Balance	Interest Rate	Monthly Payment	Maturity Date	Collateral	Status (Current or Delinquent)

TOTAL BALANCE	TOTAL MONTHLY
OUTSTANDING = \$	PAYMENT = \$

COMMENTS: