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NBW Small Business Loan Application

The information you provide in this application will be held strictly confidential. This application will expire 60 days after submission. Please fill out the application completely; incomplete applications will not be considered.

1 - Contact Information

Legal Name of Business/DBA _____

Name(s) of Partners who own 20% or more interest _____

Business Phone # _____ Fax # _____

Business Address _____

City _____ State _____ Zip Code _____ Web Address _____

Guarantor's Name _____ Home Phone # _____

Home Address _____ Apt. # _____

Housing Status: Rent Own Other (describe): _____

City _____ State _____ Zip Code _____ E-Mail _____

Work Phone # _____ Cell Phone # _____

Drivers License # _____ State _____ Expiration Date _____

Marital Status: Married Unmarried Separated

Social Security # _____ Date of Birth _____ / _____ / _____

Previous Address (if less than 1 year at current address): _____

2 - Business Information

What is the structure of your business? Individual / Partnership / Corporation / Non-Profit/ LLC

Description of business activity _____

How long have you been in business? Yrs: _____ Months: _____ Years of experience _____

If in business longer than 6 months: Sales in best month: \$ _____ Month: _____

Sales in worst month: \$ _____ Month: _____

Business Location: Storefront / Home / Office / Street / Other Status: Rent Own Other

3 - Loan Request Information

Approximate monthly payment you would feel comfortable with: \$ _____

Purpose of Loan (please break down purpose of loan by cost)	Dollar Amount
	\$
	\$
	\$
TOTAL LOAN REQUEST	\$

4 – Credit Information

If you presently have an active bankruptcy you do not qualify for a loan under our program’s guidelines. If you have successfully completed your bankruptcy plan, please provide us with your discharge papers. Thank you.

A. Have you ever filed for personal bankruptcy, had property you owned foreclosed, or made a settlement agreement or an assignment for the benefit of creditors? Yes No Is it active? Yes No

B. Has any corporation in which you are (were) a major owner (greater than 10%) or a general partner ever filed for bankruptcy, had property it owned foreclosed, or made a settlement or assignment for the benefit of creditors?
 Yes No

C. Are you, or any corporation or partnership in which you are (were) a major owner or general partner, a party to any suit or legal action, or are there any unsatisfied judgments against you? Yes No

D. Are any income tax returns, whether personal or that of any corporation or partnership in which you are a major owner or general partner, currently being audited or contested?
 Yes No

E. Are you and your spouse (if joint application), or any entity for which you are a major owner (greater than 10% ownership) or for which you are a general partner, Manager, or Guarantor, currently (or were you at any time within the past 12 months) in arrears with relation to any debts or financial obligations? This includes but is not limited to, bank debts, leases (auto, furniture, equipment or real estate), credit cards, auto financing, consumer credit instruments and any other debts. Yes No

If you answered yes to any of the questions above, please explain below.

5- Required Documents for Loan Application

1. Personal financial statement for each guarantor with at least 20% ownership (please use the attached form from the United States Small Business Administration)
2. Business financial statements (balance sheet, income statement & statement of cash flows)– Last fiscal year & Year-to-Date - each with comparison to the prior period
3. Last two years’ signed tax returns
 - a. *Business (if business has filed taxes for the last two years. If you are a start-up company, please provide personal tax returns).*
 - b. *For all business owners with at least 20% ownership*
4. All company banking statements, for last four months
5. Copy of business insurance policy (Certificate of Insurance)

- 6. Articles of Incorporation
- 7. Copy of all business licenses, if applicable
- 8. Business plan
- 9. A check in the amount of \$25 per person for credit report fee (eg: 3 owners, 3x\$25= \$75)

I attest that all of the information on this application is true. I authorize North Branch Works to investigate and verify the above information, and contact any references regarding this application. I also authorize North Branch Works to perform a credit check, which may include obtaining consumer and/or commercial credit reports and to exchange information about credit experience with other creditors from time to time, as authorized by law. The release of all information by North Branch Works, in any manner, is hereby authorized whether such information is of record or not and I hereby release all persons, agencies, firms, companies, etc., from any damages resulting from such information. I understand that North Branch Works will retain this application whether the loan is approved or denied. I understand that this application will expire 60 days after submission.

Signature of Guarantor: _____ Date: _____
 Signature of Co-Guarantor, _____ Date: _____
 if applicable: _____

EQUAL CREDIT OPPORTUNITY ACT

The Federal Equal Opportunity Act prohibits creditors from discriminating against applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided that the applicant has the capacity to enter into a bidding contract); because all or part of the applicant’s income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal agency that administrates compliance with this law concerning this creditor is the Federal Trade Commission, Equal Credit Opportunity, Room 500, 633 Indiana Avenue, N.W., Washington, DC.