

Marketing Small Business Finance Corporation

Company Information

Company name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Principal in charge \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Secondary contact person \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_  
(IN-HOUSE CONTROLLER OR BOOKKEEPER)

Type of business \_\_\_\_\_ Date established \_\_\_\_\_

Type of entity (check one):  Proprietorship  Partnership  Corporation  LLC

Company Ownership

Name \_\_\_\_\_ Title \_\_\_\_\_ % of Ownership \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ % of Ownership \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ % of Ownership \_\_\_\_\_

Affiliate Businesses

IF APPLICABLE

Name \_\_\_\_\_ Owner \_\_\_\_\_ % of Ownership \_\_\_\_\_  
(APPLICANT COMPANY OR INDIVIDUALS)

Name \_\_\_\_\_ Owner \_\_\_\_\_ % of Ownership \_\_\_\_\_  
(APPLICANT COMPANY OR INDIVIDUALS)

If a corporation, please indicate who is President and Secretary

Existing Business Locations

Address \_\_\_\_\_ Square feet \_\_\_\_\_ Lease payment \_\_\_\_\_ Lease expiration \_\_\_\_\_

Replaced by new facility? \_\_\_\_\_

Address \_\_\_\_\_ Square feet \_\_\_\_\_ Lease payment \_\_\_\_\_ Lease expiration \_\_\_\_\_

Replaced by new facility? \_\_\_\_\_

References

Bank name \_\_\_\_\_ Acct. no. \_\_\_\_\_ Acct. officer \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Accountant \_\_\_\_\_ Firm name \_\_\_\_\_ Phone \_\_\_\_\_

Attorney \_\_\_\_\_ Firm name \_\_\_\_\_ Phone \_\_\_\_\_

Trade references \_\_\_\_\_ Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_

**Nature of Your Business**

Nature of your business \_\_\_\_\_

\_\_\_\_\_

Type of products or services (include any catalogs or brochures) \_\_\_\_\_

\_\_\_\_\_

Geographic market area \_\_\_\_\_

\_\_\_\_\_

List key customers \_\_\_\_\_

\_\_\_\_\_

List major competitors \_\_\_\_\_

\_\_\_\_\_

**Project Information**

Street address of project \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

What is the square footage of the new building? \_\_\_\_\_ What is the square footage your company will occupy?\*

\* Please note -- We require your company to occupy 51% of an existing building and 60% of a new building.

Escrow closing date \_\_\_\_\_ Realtor's name \_\_\_\_\_ Phone \_\_\_\_\_

If known, how will the property be vested (i.e. individually, husband and wife, partnership, LLC, corporation, trust ...) \_\_\_\_\_

Please provide appropriate document (i.e. Partnership Agreement, LLC documents, Articles of Incorporation, Trust Agreement ...)

**Total Project Costs**

**Purchase existing building**

Purchase price ..... \$ \_\_\_\_\_

Improvements ..... \$ \_\_\_\_\_

Equipment\* ..... \$ \_\_\_\_\_

Other ..... \$ \_\_\_\_\_

Total..... \$ \_\_\_\_\_

**Construction Project**

Land acquisition ..... \$ \_\_\_\_\_

Construction bid ..... \$ \_\_\_\_\_

Architects, permits, other soft costs ..... \$ \_\_\_\_\_

Equipment\* ..... \$ \_\_\_\_\_

Other..... \$ \_\_\_\_\_

Total..... \$ \_\_\_\_\_

\* Please note -- equipment to be financed must have a useful life of 10 years or greater.

If there are any tenants that will remain in the building, please provide the following information: Also, please have your realtor provide copies of all existing leases.

Tenant name	Square footage	Lease expiration	Rent amount

**Business Debt Schedule**

Indebtedness: Furnish the following information on all installment debts, contracts, notes, and mortgages payable. Do not include accounts payable or accrued liabilities.

Company Name \_\_\_\_\_ Date \_\_\_\_\_ \*

Creditor Name/address	Original amount	Original date	Present balance	Interest rate	Maturity date	Monthly payment	Security	Current or delinquent
<b>Total present balance**</b>				<b>Total monthly payment</b>				

\* Should be the same date as current financial statement.

\*\* Total must agree with balance shown on current financial statement.

# Employee Questionnaire

Number of current employees \_\_\_\_\_

Estimated number of new employees within the next two years as a result of this project \_\_\_\_\_

### Key employees

Name	Title	Responsibilities	Years with company	Years in the industry

# Miscellaneous Questions

Have you or any officer of your company ever been involved in bankruptcy or insolvency proceedings? \_\_\_\_\_

Are you or your business involved in any pending or prior lawsuits? \_\_\_\_\_ *If yes, please provide details on a separate sheet.*

Have you ever received a SBA loan? \_\_\_\_\_ *If yes, please provide a copy of the SBA Loan Authorization Document and the following:*

Original Amount \$ \_\_\_\_\_ Date of the loan \_\_\_\_\_

Current Balance \$ \_\_\_\_\_ Status \_\_\_\_\_

Has the applicant business or businesses owned or controlled by the applicant or any of it's associates which previously owned, operated or controlled a business defaulted on a Federal loan, causing a loss to the government (including SBA, FHA,USDA, student loans, etc?) \_\_\_\_\_

*If yes, please provide details including name of agency, loan amount, original date and amount, and the amount of the loss to the government.*

# Checklist

### Business Information

<input type="checkbox"/> Business financial statements for the last three years
<input type="checkbox"/> Projections (if business is less than three years old)
<input type="checkbox"/> Interim financial statement dated within the last 45 days
<input type="checkbox"/> Business debt schedule (form attached)
<input type="checkbox"/> Federal tax returns for the last three years
<input type="checkbox"/> Articles of Incorporation, Amendments thereto, and By-Laws (if corporation)
<input type="checkbox"/> Articles of Organization and Operating Agreement (if LLC)
<input type="checkbox"/> Partnership Agreement (if partnership)
<input type="checkbox"/> Business License <i>and</i> Fictitious Business Name Statement (if proprietorship)
<input type="checkbox"/> Franchise Agreement

### Personal information (for each owner of 20% or greater)

<input type="checkbox"/> Personal tax returns for the last three years
<input type="checkbox"/> Personal resume (form attached)
<input type="checkbox"/> Personal financial statement (form attached)
<input type="checkbox"/> Photocopy of driver's license/I.D. card

### Real estate information

<input type="checkbox"/> Real Estate Purchase Agreement or settlement sheet
<input type="checkbox"/> Construction cost budget and/or equipment invoices
<input type="checkbox"/> Existing environmental studies

# Authorization to Release Information

I/We hereby authorize the release to Marketing Small Business Finance Corporation of any information they may require at any time for any purpose related to my/our credit transaction with them.

I/We further authorize Marketing Small Business Finance Corporation to release such information to any entity they deem necessary for any purpose related to my/our credit transaction with them.

I/We hereby certify that the enclosed information, including any attachments or exhibits provided here within or at a later date, is valid and correct to the best of my/our knowledge.

Name of applicant(s) \_\_\_\_\_

Signature of applicant(s) \_\_\_\_\_ Date \_\_\_\_\_

Name of applicant(s) \_\_\_\_\_

Signature of applicant(s) \_\_\_\_\_ Date \_\_\_\_\_