

BUSINESS PROJECT SUMMARY

Name of Business:	
Primary Contact Name:	
Business Address:	
City, State, Zip:	County:
Phone:	Federal Tax ID #:
Product or Service:	Industry Sector:
Is business registered in State of MD? <input type="radio"/> Yes <input type="radio"/> No	Date Established:
Is business in good standing in State of MD? <input type="radio"/> Yes <input type="radio"/> No	Is this business: <input type="radio"/> New? <input type="radio"/> Existing?
Is business in good standing in County? <input type="radio"/> Yes <input type="radio"/> No	Is there collateral available? <input type="radio"/> Yes <input type="radio"/> No
Estimated Project Cost: \$	Describe collateral:
Requested Loan Amount: \$	Requested loan term (months/years):
Structure: <input type="radio"/> Sole Proprietorship <input type="radio"/> Partnership <input type="radio"/> Limited Liability Company <input type="radio"/> S Corporation <input type="radio"/> C Corporation <input type="radio"/> Non-profit	Is this business 51% or more: (check all that apply) <input type="radio"/> Minority Owned <input type="radio"/> Woman Owned <input type="radio"/> Veteran Owned <input type="radio"/> MBE #_____

MANAGEMENT

Proprietor, partners, officers, directors and all shareholders of outstanding stock -100% of ownership must be shown. Please use a separate sheet if necessary or include under *Project Description* section.

Name:	Title:	Years Industry Experience:
Home Address:		% Owned:
Email:	Phone:	

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Home Address:		% Owned:
Email:	Phone:	

Type of Company Financial Statements:	<input type="radio"/> CPA-prepared	<input type="radio"/> In-house	<input type="radio"/> Tax return
Has the firm, its affiliates or any owner ever filed for bankruptcy?	<input type="radio"/> Yes	<input type="radio"/> No	
Has the firm, affiliate or any owner ever defaulted on a loan?	<input type="radio"/> Yes	<input type="radio"/> No	
Has any owner been convicted of a crime (other than minor vehicle)?	<input type="radio"/> Yes	<input type="radio"/> No	
Have you been declined for a loan for this project by a lender?	<input type="radio"/> Yes	<input type="radio"/> No	
Are any individual or business taxes unpaid?	<input type="radio"/> Yes	<input type="radio"/> No	
Are there any judgements, lawsuits or major disputes involving the firm, its affiliates or any owner?	<input type="radio"/> Yes	<input type="radio"/> No	
If you answered YES for any of the above, please provide a brief explanation below or attach a separate sheet:			

PROJECT DESCRIPTION

Please briefly describe the proposed project. Include:

1. General allocation of project costs (land, building purchase, leasehold improvements, inventory, marketing, working capital, etc.),
2. Estimated completion date, and
3. Reason for the project (e.g. relocation, expansion, new business start-up, equipment purchase, etc.),
4. Also indicate if this project will ADD or RETAIN jobs and, if yes, how many.

Signature: _____ Date: _____

Signature: _____ Date: _____

I give permission to use this information without a signature (for electronic submission only).

*By submitting this application you are not applying to the loan fund. This form is a prequalification counseling tool and for discussion purposes only.

FOR INTERNAL USE ONLY:	
Received by:	Date received:
Reviewed by:	Review date:
Action:	