

**The Progress Fund  
Loan Application**

This form is designed to provide The Progress Fund with sufficient information to permit effective consideration of your loan request. **A fully completed application will eliminate unnecessary delays.** Note: There is a \$200.00 application fee payable to The Progress Fund when this application is submitted. **This fee is not refundable.**

**I. GENERAL INFORMATION**

Name of Applicant(s): \_\_\_\_\_

Address of Applicant(s): \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address of Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax \_\_\_\_\_

Email Address: \_\_\_\_\_

Business Bank Account: \_\_\_\_\_

Branch Address: \_\_\_\_\_

Account Number: \_\_\_\_\_

Bank Officer: \_\_\_\_\_

**II. OWNERSHIP & MANAGEMENT**

Structure of Business (check one)

- Corporation                      LLC                                      Trading As/Doing Business As  
 Sub Chapter S Corporation    Partnership                                      Sole Proprietorship

Outstanding Taxes, Liens/Judgments: (if yes, please describe) \_\_\_\_\_

Ownership of applicant company (List all owners & stockholders with 20% or more of total ownership):

<i>Name and Social Security Number</i>			<i>% Owned</i>
1.	SS#	D.O.B.	
2.	SS#	D.O.B.	
3.	SS#	D.O.B.	

Key Management:

<i>Name</i>	<i>Titles/Duties</i>	<i>Yrs. With Co.</i>	<i>Annual Com. Salary/Bonuses</i>		<i>Life Ins. Amount</i>

**III. COMPANY HISTORY/PROFILE**

Month/year business was established: \_\_\_\_/\_\_\_\_

Tax ID or EIN #: \_\_\_\_\_

Line of Business: \_\_\_\_\_

SIC: \_\_\_\_\_

**Employment**

Number of Employees:                      Full-time: \_\_\_\_\_                      Part-time: \_\_\_\_\_

Jobs to be created (next two years):    Full-time: \_\_\_\_\_                      Part-time: \_\_\_\_\_

Salary/Wage Range: \_\_\_\_\_

**IV. MARKET**

Five Largest Customers:                      (Not applicable for retail businesses.)

<i>1.(Name/Contact Person)</i>	<i>(Net Sales)</i>
<i>(Address/Phone Number)</i>	
<i>2.</i>	
<i>3.</i>	
<i>4.</i>	
<i>5.</i>	

Five Largest Vendors:

<i>1.(Name/Contact Person)</i>	<i>(Credit Amount)</i>
<i>(Address/Phone Number)</i>	
<i>2.</i>	
<i>3.</i>	
<i>4.</i>	
<i>5.</i>	

Major Competitors:

1. (Name)	3.
(Address)	
2.	4.

**V. EXISTING BUSINESS LOANS PAYABLE**

Whom Payable Account Number	Original Amount	Loan Date Month/year	Term	Interest Rate	Outstanding Balance	Collateral
1.		/				
2.		/				
3.		/				

**VI. DESCRIPTION OF PROPOSED FINANCING**

**LOAN REQUEST / SOURCES AND USES (Please Itemize):**

Real Estate Acquisition:       \$ \_\_\_\_\_  
 Building Renovations:       \_\_\_\_\_

Leasehold Improvements:       \_\_\_\_\_

Machinery & Equipment:       \_\_\_\_\_

Inventory:                       \_\_\_\_\_

Working Capital:               \_\_\_\_\_

Other (describe):               \_\_\_\_\_

\_\_\_\_\_

**Total Project Costs:**       \$ \_\_\_\_\_

Less Owners' Equity:       \_\_\_\_\_

Less Other financing:       \_\_\_\_\_

Less Other financing:       \_\_\_\_\_

**Total Loan Request:**       \$ \_\_\_\_\_

(Total Loan Request=Total Project Costs minus Owners Equity and Other financing)

**VII. SUPPORT INFORMATION & STATEMENTS REQUIRED**

1. Business Plan. For start-up or new businesses this may be required.
2. Current (within 90 days) and previous three years' business financial statements and/or federal tax returns.
3. If the business is less than two years old, submit projected income statement for two years following receipt of the loan and a projected monthly cash flow statement for one year after the loan. (Assistance for this item is available.)
4. Personal financial statements completed and signed for all owners with 20% or more ownership. (Please use enclosed form.)
5. Personal federal income tax returns for the past two years, from all owners with 20% or more ownership.
6. For all equipment purchases and/or minor building renovations, provide contractors estimates, suppliers price quotations and purchase orders.
7. If you are planning to purchase real estate, please submit a complete copy of the Agreement of Sale. If you own the property to be renovated, submit a copy of the deed.
8. If you rent your current location, submit a copy of the lease.
9. If you are planning to renovate commercial real estate, please submit preliminary plans and specifications for new construction or renovation and cost estimates prepared by a qualified, independent third party (General Contractor or Architect).
10. Explain how the loan will affect your business goals regarding production, sales, profits, jobs created, etc.
11. Any additional information that will assist The Progress Fund in analyzing your application.

**NOTE: ADDITIONAL INFORMATION MAY BE REQUIRED AT THE DISCRETION OF THE PROGRESS FUND.**

**Please submit this application with the additional information requested.**

I/We authorize The Progress Fund to investigate my/our personal and business financial credit history as necessary to process a loan application. The undersigned authorize any person or consumer reporting agency to give you any information it may have on the undersigned. Each of the undersigned authorizes you to answer questions about your credit experience with the undersigned. THE UNDERSIGNED, in applying for financial assistance from The Progress Fund, recognizes that prior to receiving any financial assistance he or she will agree to comply with all federal, state and loan laws and regulations to the extent that such are applicable.

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature/Title

**EQUAL CREDIT OPPORTUNITY ACT**

The Federal Equal Opportunity Act prohibits creditors from discriminating against credit 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 binding 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 20580.

## INFORMATION FOR MONITORING PURPOSES

The following information is requested in order to monitor the Lender's compliance with equal credit opportunity disclosure laws. You are not required to furnish this information, but are encouraged to do so. The law provides that a Lender may neither discriminate on the basis of this information, nor on whether you choose to furnish it. However, if you choose not to furnish it, under Federal regulations this Lender is required to note race and sex on the basis of visual observation or surname. If you do not wish to furnish the above information, please check the box below. (Lender must review the above material to assure that the disclosures satisfy all requirements to which the Lender is subject under applicable state law for the particular type of loan applied for.)

### BORROWER

I do not wish to furnish this information

Race/National Origin

- American Indian or Alaskan Native
- Black, not of Hispanic origin
- White, not of Hispanic origin
- Hispanic
- Asian or Pacific Islander
- Other (specify) \_\_\_\_\_

Sex

- Female
- Male

### CO-BORROWER

I do not wish to furnish this information

Race/National Origin

- American Indian or Alaskan Native
- Black, not of Hispanic origin
- White, not of Hispanic origin
- Hispanic
- Asian or Pacific Islander
- Other (specify) \_\_\_\_\_

Sex

- Female
- Male

### TO BE COMPLETED BY INTERVIEWER

This application was taken by:

- Face-to-face interview
- By mail
- By telephone

\_\_\_\_\_  
Interviewer's Name (print or type)

\_\_\_\_\_  
Interviewer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Interviewer's Phone Number