

**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