

**BERGEN COUNTY DIVISION OF COMMUNITY DEVELOPMENT**

SMALL BUSINESS LOAN APPLICATION

1. Name of Applicant: \_\_\_\_\_

Name of business: \_\_\_\_\_

Address of business: \_\_\_\_\_

\_\_\_\_\_

Telephone number: (    ) \_\_\_\_\_

2. What was the month/year the business was established? \_\_\_\_\_

Have you been in business less than one year? \_\_\_\_\_ yes \_\_\_\_\_ no

3. Business form: \_\_\_\_\_ Proprietorship \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation

4. Type of business: \_\_\_\_\_

5. Employment: Federal Employer ID#: \_\_\_\_\_

Current number of employees: \_\_\_\_\_

New jobs to be created in next two years: \_\_\_\_\_

(Provide job titles & descriptions)

6. Loan request: (PLEASE ITEMIZE)

MINOR Building Renovations: \$ \_\_\_\_\_

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

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

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

Other Describe: \_\_\_\_\_

\_\_\_\_\_

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

7. Applicant's Bank of Business: \_\_\_\_\_

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

Account number (s): \_\_\_\_\_

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

PLEASE SUBMIT THIS APPLICATION WITH THE ADDITIONAL INFORMATION REQUIRED (A TO L)  
ON THIS FORM

I/We authorize the Bergen County Division of Community Development 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, recognizes that prior to receiving any financial assistance he or she will agree to comply with all federal, state and local laws and regulations to the extent that such are applicable.

**Name of Business**

**Signature/Title**

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**Date**

**Signature/Title**

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**NOTE:** THERE IS A \$50 APPLICATION FEE PAYABLE TO THE BERGEN COUNTY COMMUNITY DEVELOPMENT WHEN THIS APPLICATION IS SUBMITTED. THIS FEE IS **NOT** REFUNDABLE.

8. SCHEDULES A to L: On a separate sheets for each item, submit the following information as it may apply to your business:
- A. \_\_\_\_ History of the business and description of operations. If you are starting a business (less than 2 full years in operation), or if you do not presently have a business location in Bergen County, fully describe your plans and proposed new location in Bergen County.
  - B. \_\_\_\_ Each owner's name, address, other business affiliations, Statement of Qualifications and Experience and percentage of the business owned.
  - C. \_\_\_\_ Current ( within 90 days) and previous three years' year end business financial statements (and balance sheets if incorporated) signed by an owner. Three years Federal and State Corporate Tax Returns.
  - D. \_\_\_\_ If the business is less than 2 years old, submit a Comprehensive Business Plan (sample enclosed with application package). Technical Assistance for (D) is available if needed.
  - E. \_\_\_\_ A signed list of outstanding business loans to include: to whom payable, original date and amount, term interest rate current balance, purpose of loan and how secured.
  - F. \_\_\_\_ A completed, signed Personal Financial Statement (use form enclosed) and most recent, signed, personal Federal Tax Return for all owners with 20% or more interest in the business.

- G. \_\_\_\_ Explain how the loan will affect your business goals regarding production, sales, profits, jobs created, etc.
- H. \_\_\_\_ For all minor real estate renovations and/or equipment purchases, provide contractors estimates, suppliers price quotations and purchase contracts (as applicable).
- I. \_\_\_\_ List your five largest customers by name, address, and company representative's telephone number (does not apply to retail operations).
- J. \_\_\_\_ List your five largest suppliers by name, address and company representative's telephone number (all applicants).
- K. \_\_\_\_ Any additional relevant information you feel may assist in analyzing your Commercial Loan Application.
- L. \_\_\_\_ Other

IF YOU HAVE ANY QUESTIONS REGARDING THIS APPLICATION CALL THE BERGEN COUNTY COMMUNITY DEVELOPMENT OFFICE AT (201) 336-7200.

**MAIL COMPLETED APPLICATION TO:**

**BERGEN COUNTY DIVISION OF COMMUNITY DEVELOPMENT**

**SMALL BUSINESS ECONOMIC DEVELOPMENT PROGRAM**

**ONE BERGEN COUNTY PLAZA – 4<sup>TH</sup> FLOOR**

**HACKENSACK, NEW JERSEY 07601**

**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 administers compliance with this law concerning this creditor is The Federal Trade Commission, Equal Credit Opportunity, Room 500, 633 Indiana Avenue, N.W., Washington, D.C. 20580.

## NOTES