

**The Small Business Loan Application**  
 Fitchburg Department of Community Development  
 Date: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ TAX ID#: \_\_\_\_\_

BUSINESS ADDRESS(ES): \_\_\_\_\_ TEL. NO.: \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_ 20 \_\_\_\_\_ GROSSREVENUES: \_\_\_\_\_

AMOUNT OF TERMLOAN: \$ \_\_\_\_\_ OTHER FUNDS (private or loan) : \$ \_\_\_\_\_

PURPOSE OF LOAN: \_\_\_\_\_

☐ Proprietorship      Date Established: \_\_\_\_\_ No. of Employees: \_\_\_\_\_ Fiscal Year End: \_\_\_\_\_  
 ☐ Partnership      Accountant: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
 ☐ Proprietorship      Attorney: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
 ☐ Proprietorship      Insurance Agent: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
**MANAGEMENT**      (1) All Owners, Officers or Partners  
 (2) All Stockholders owning 20 percent or more of outstanding stock

Name	Address	% Ownership	Title	Social Security Number

**REFERENCES** (1) Name and address of three major creditors or trade references

(2) Manufacturers also list three major customers

1. \_\_\_\_\_ 1. \_\_\_\_\_  
 2. \_\_\_\_\_ 2. \_\_\_\_\_  
 3. \_\_\_\_\_ 3. \_\_\_\_\_

**REAL ESTATE**

**1. Owned**

Location	Cost	Market Value	Mortgage or Liens	Payment Terms	Holder of Mortgages or Liens

Use this space to give details of any mortgage, lien, installments or interest in arrears, if any, taxes and assessments due and unpaid on such real property none, state none: \_\_\_\_\_

**2. Leased**

Location	Annual Rent	Expiration Date	Renewal Clause	Name and Address of Lessor

**OBLIGATIONS** – List all loan applications, loans, lines of credit and installment indebtedness including, without limitation, indebtedness secured by security agreements, chattel mortgages, conditional sale contracts and retail installment contracts. If none, state NONE.

Name of Bank, Company or Individual	Original Date	Account Number	Original Amount	Balance Unpaid	Monthly Payments

**BANK ACCOUNTS** – Applicant and Principals. If none, indicate if an account will be opened.

Name	Bank Name and Branch Office	Account #

The undersigned has read and understands all of the foregoing statements, which was prepared by or at the request of the undersigned from information furnished by or on behalf of the undersigned. The undersigned certifies the foregoing statement as a true and correct statement upon which the City of Fitchburg may rely in extending credit to the undersigned. The undersigned agrees to notify the City in writing immediately of any change in the foregoing information. Until the City is notified, it may continue to rely upon the information contained herein as true and correct in all respects. The undersigned also agrees that all funds advanced under this extension of credit will be used for business purposes. The undersigned authorizes the City to obtain such other credit information as it deems necessary to reach a credit decision and to provide such information to others in accordance with applicable law.

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Company Signature      Title      Date      Company Signature      Title      Date

## PERSONAL FINANCIAL STATEMENT

Submitted to: Fitchburg Department of Community Development  
166 Boulder Drive, Fitchburg, Massachusetts 01420

- If you are applying for individual credit in your own name and are relying on your own income or assets and not the income or assets of another person as the basis for repayment of the credit requested, complete only Sections 1, 3, and 4.
- If you are applying for joint credit with another person, complete all Sections and provide information in Section 2 about the joint applicant. The joint application must complete a separate personal financial statement (C-100), and the applications should be submitted together.
- If you are applying for individual credit but are relying on income from alimony, child support, or separate maintenance or on the income or assets of another person as a basis for repayment of the credit requested, complete all Sections. Provide information in Section 2 about the person whose alimony, support, or maintenance payments or income or assets you are relying on. Alimony, child support, or separate maintenance income need not be revealed if you do not wish to have it considered as a basis for repaying this obligation.
- If this statement relates to your guaranty of the indebtedness of other person(s), firm(s), or corporation(s), complete Sections 1, 3, and 4.

SECTION 1~ INDIVIDUAL INFORMATION	SECTION 2~ OTHER PARTY INFORMATION
NAME:	NAME:
ADDRESS:	ADDRESS:
CITY, STATE, ZIP:	CITY, STATE, ZIP:
POSITION OR OCCUPATION:	POSITION OR OCCUPATION:
BUSINESS NAME:	BUSINESS NAME:
BUSINESS ADDRESS:	BUSINESS ADDRESS:
CITY, STATE, ZIP:	CITY, STATE, ZIP:
LENGTH OF EMPLOYMENT:	LENGTH OF EMPLOYMENT:
RES. PHONE:	BUS PHONE:
RES. PHONE:	BUS PHONE:

### SECTION 3 ~ STATEMENT OF FINANCIAL CONDITIONS AS OF: 20

ASSETS DO NOT INCLUDE ASSETS OF DOUBTFUL VALUE	IN DOLLARS	LIABILITIES	IN DOLLARS
Cash on hand in bank		Notes payable to banks (see schedule E)	
Cash in other banks		Notes payable to other institutions (see schedule E)	
U.S. Gov't & marketable securities (Schedule A)		Due to brokers	
Non-marketable securities (Schedule B)		Amounts payable to others- secured	
Securities held by broker in margin accounts		Amounts payable to others- unsecured	
Restricted, control, or margin accounts stocks		Accounts and bills due	
Real Estate owner (see Schedule C)		Unpaid income tax	
Accounts, loans and notes receivable		Other unpaid taxes and interest	
Automobiles		Real Estate mortgages payable ( Schedules C & E)	
Other personal property		Other debts	
Cash surrender value- life insurance (Schedule D)			
Other assets- itemize- (See schedule D)			
		TOTAL LIABILITIES:	
TOTAL ASSETS:		NET WORTH:	

### SECTION 4

Annual Income for year ending 20_____	In dollars	Annual Expenditures	In dollars	Contingent Liabilities	Estimated amounts
Salaries, bonuses, commissions:		Mortgage/rental payments:		Do you have any contingent liabilities as endorser, comaker/ cosigner or guarantor: <b>yes no</b> (Leases or contracts)	
Dividends and interest:		Real estate taxes and assessments:			
Real estate income:		Taxes, federal, state & local:		Involvement with any pending legal action?: <b>yes no</b>	
Other income: (Alimony, child support, separation maintenance income- these incomes need not be revealed but will not be considered as a basis for repaying this loan)		Other contract payments: (car, charge cards, etc.)		Other special debt circumstances: <b>yes no</b>	
		Insurance Payments:		Contested income tax liens: <b>yes no</b>	
		Alimony, child support, separation maintenance:		If you answered yes to any of these questions please provide a separate letter explaining.	
		Other expenses:			
<b>TOTAL INCOME:</b>	\$	<b>TOTAL EXPENDITURES:</b>	\$	<b>TOTAL CONTINGENT LIABILITIES:</b>	\$

#### SCHEDULE A~ U.S GOVERNMENT & MARKETABLE SECURITIES

Number of Shares or face value of Bonds	Description	In Name of	Are these registered, pledged or held by others	Market Value

#### SCHEDULE B~ NON-MARKETABLE SECURITIES

Number of shares	Description	In Name of	Are these registered, pledged or held by others	Value	Source of Value

#### SCHEDULE C~RESIDENCES AND OTHER REAL ESTATE (PARTIALLY OR WHOLLY OWNED)

Address and type of Property	Title in Name of	% of ownership	Date acquired	Cost	Market value	Monthly payment	Mortgage amount	Mortgage maturity

#### SCHEDULE D~ LIFE INSURANCE CARRIED, INCLUDING GROUP INSURANCE

Name of Insurance Company	Owner of Policy	Beneficiary and Relationship	Face amount	Policy loans	Cash surrender value

#### SCHEDULE E~ BANK AND OTHER INSTITUTIONAL RELATIONSHIPS

Name and address of creditor	Original loan/ line of credit	Date of loan	Maturity date	Unsecured or Secured? (List collateral)	Amount owed


### SCHEDULE F-BUSINESS VENTURES

List name and address of any business venture in which you are a principal or partner	Total assets listed in Section 3 of this form	Your % ownership	Your position/ title in the business	Total assets of business	Line of business	Years in business

The information contained in this statement is provided to induce you to extend or to continue to the extension of credit to the undersigned or to others upon guaranty of the undersigned. The undersigned acknowledge and understand that you are relying on information provided herein in deciding to grant or continue credit or to accept a guaranty thereof. Each of the undersigned agrees to notify you immediately and in writing of any change in name, address, or employment and of any material adverse change (1) in any of the information contained in this statement or (2) in the financial condition of any of the undersigned or (3) in the ability of any of the undersigned to perform its (or their) obligations to you. In the absence of such notice or a new and full written statement, this should be considered as a continuing statement and substantially correct. You are authorized to make all inquiries you deem necessary to verify the accuracy of the information contained herein, and to determine the credit worthiness of the undersigned. Each of the undersigned authorizes you to answer questions about your credit experience with the undersigned.

Signature \_\_\_\_\_

Social Security Number \_\_\_\_\_

Date Signed \_\_\_\_\_ Date of Birth \_\_\_\_\_

Signature \_\_\_\_\_

Social Security Number \_\_\_\_\_

Date Signed \_\_\_\_\_ Date of Birth \_\_\_\_\_

## BUSINESS LOAN PROGRAM

## DOCUMENT CHECKLIST / File Review\_OFFICE USE

Business Name: \_\_\_\_\_ Applicant Name: \_\_\_\_\_ Address: \_\_\_\_\_

Date	Initials	Item	Comment
		Small Business Loan Application (part of application packet)	
		<b>Personal</b> Financial Statement for each business partner/principal. (form is part of application packet)	
		Business Plan- if you need assistance to create one, please contact us for a referral	
		Letter of Intent including: -background on business -amount of loan requested -uses for loan -number of jobs created with time frame -if existing business proposes job retention, explanation of how jobs would be lost without the loan.	
		Documentation of proposed financial Sources and Uses for business opening/expansion/retention, including personal investments and other funding	
		Cash flow Projections and Profit/Loss Projections for the next two years	
		List of Assets and Liabilities for the business, (balance sheet)	
		Business/Personal financial statements if applicable and Tax returns for the last three years	
		Supporting documentation including lease agreements, patents, permits, licenses, etc.	
		Evidence of collateral to secure loan	
		Owner's Signature and Date on Application	

### Contact Information/Notes: