



INSTRUCTIONS

- ❖ Please complete this application and provide the additional items requested on page 2.
- ❖ All owners with 20% or greater ownership and personal guarantors must sign the loan application, provide a personal financial statement, and a copy of valid photo identification.
- ❖ All loan application materials submitted to NMDC shall become the property of NMDC and will be retained or destroyed in accordance with NMDC's file retention policy.
- ❖ NMDC reports Business and Personal Credit on business owners and personal guarantors through Credit Builders Alliance (CBA). All NMDC Loans will be reported by CBA to the Credit Bureau.

NMDC LOAN APPLICATION

INFORMATION ABOUT YOUR BUSINESS

Name of Business: _____ DBA: _____

Business Address: _____ City: _____ State: _____ Zip: _____

County: _____ Phone: _____ Email: _____ Unique Entity Identifier #: _____

Sole Proprietorship Partnership LLC EIN#: _____ Corporation EIN#: _____

Adjusted Gross Income from Tax Returns: \$ _____ Business is sole source of household income: Yes No

If no, please list other source(s): _____

BUSINESS OWNERSHIP Owners with $\geq 20\%$ interest must submit personal financial statements and copies of valid photo identification.

If utilizing a driver's license as photo identification, please provide a copy of both sides.

Name: _____ Social Security #: _____ Date of Birth: _____ Ownership %: _____

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PROPOSED FINANCING

Loan Amount Requested: \$ _____

Use of funds (Purchasing equipment, covering operational expenses, refinancing higher interest debt, etc.): _____

PLEASE DESCRIBE YOUR BUSINESS:

SUMMARY OF COLLATERAL (Please attach a complete list of current business assets if additional space is needed.)

<u>ITEM</u>	<u>MAKE/MODEL</u>	<u>SERIAL#/VIN</u>	<u>ESTIMATED VALUE</u>

SUMMARY OF BUSINESS LOANS

<u>LENDER</u>	<u>ORIGINATION DATE</u>	<u>MATURITY DATE</u>	<u>PRESENT BALANCE</u>	<u>MONTHLY PAYMENTS</u>

BUSINESS EMPLOYMENT AND BENEFITS

Current Employment (including self) _____ FT _____ PT
 Projected staff increases over the next 12 months _____ FT _____ PT

Business Advising: SBDC WBC SCORE Other None

Name of Advisor: _____ Hours of Counseling Provided: _____

- Have you or any officers of your company ever been involved in bankruptcy or insolvency proceedings? Yes No
- Are you or your business involved in any pending lawsuits? Yes No
- Do you buy from, sell to, or use the services of any entity in which someone in your company has a financial interest of 20% or more? Yes No
- Do you have any Federal debts that are currently past due? i.e. - Student Loans, Child Support, Taxes Yes No
- Do you, or any close relative work for NMDC, SBA, EDA, FAME, USDA, or CDFI? Yes No

INFORMATION ABOUT YOU

Name: _____ Phone: _____ Email: _____

Home Address: _____ City: _____ State: _____ Zip: _____

County: _____ Number of people in your household: _____ Adjusted Gross Income: \$ _____

(IRS Form 1040)

DEMOGRAPHICS (This information is not required but is requested by NMDC funders for statistical analysis and organizational funding purposes. It will not affect your ability to receive a loan from NMDC.)

Applicant Name:		
Ethnicity <input type="checkbox"/> Alaska Native <input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> More than one <input type="checkbox"/> Other Hispanic Origin <input type="checkbox"/> Yes <input type="checkbox"/> No Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Single	Education <input type="checkbox"/> Some HS <input type="checkbox"/> HS/GED <input type="checkbox"/> Vocational <input type="checkbox"/> Some College <input type="checkbox"/> 2 Year Degree <input type="checkbox"/> 4 Year Degree <input type="checkbox"/> Some Graduate <input type="checkbox"/> Graduate Degree Gender <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Nonbinary Female Head of Household <input type="checkbox"/> Yes <input type="checkbox"/> No	Veteran Status <input type="checkbox"/> Vietnam Veteran <input type="checkbox"/> Other Veteran <input type="checkbox"/> Non-Veteran Disability <input type="checkbox"/> Yes <input type="checkbox"/> No Citizenship <input type="checkbox"/> Immigrant <input type="checkbox"/> Refugee <input type="checkbox"/> Naturalized Citizen <input type="checkbox"/> US Born Citizen
<input type="checkbox"/> Do not wish to complete the demographics questions		

Please submit the following information/documentation with your complete, signed, and dated loan application:

- Complete, signed, and dated loan application for owners with $\geq 20\%$ and any additional personal guarantor(s)
- Two-sided copy of valid photo identification for owners with $\geq 20\%$ and any additional personal guarantor(s)
- Complete list of items to be purchased, with associated cost and specifications, if applicable
- Evidence of Business Advisor/client relationship if applicable
- Last 3 Years most recent business/Corporate tax returns for existing businesses
- Most recent year-end balance sheet and 12 month Income statement/Profit and Loss for existing businesses
- Last 3 Years most recent personal tax returns for all loan applicants
- 12 Month Cash Flow projection (NMDC can assist in preparing)
- **Partnerships:** Partnership agreement
- **Limited Liability Company:** Articles of Organization/Certificate of Formation, Operating Agreement, and EIN letter
- **Corporations:** Articles of Incorporation, Corporate Bylaws, and EIN letter
- Copy of current lease agreement, if business leases space
- Additional items, as needed

If approved, the following items will be requested prior to scheduling a loan closing:

- Evidence of business liability insurance, NMDC named as Additional Insured
- Borrower’s Resolution, if applicable
- Additional items, as needed

The Federal Equal Credit 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); and because all or parts of the applicant’s income is derived from any public assistance program; or because the applicant has, in good faith, exercised any rights under the Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning this creditor is the Federal Trade Commission. If a person believes that he or she was denied assistance in violation of this law, they should contact the Federal Trade Commission, Equal Credit Opportunity, Washington, DC 20580.

I/We understand that by signing this application I/we authorize NMDC to make inquiries as needed to verify the accuracy of the information and to determine creditworthiness. The undersigned authorize any person or consumer reporting agency to provide any information it may have on the undersigned. I/We certify the information is true and accurate and is provided for the purpose of obtaining a loan. I/We authorize NMDC to respond to any inquiries from others concerning NMDC’s credit experience with the undersigned, excluding information contained within the credit report. I understand NMDC may provide information about my credit experience with NMDC to credit reporting agencies. NMDC will maintain the confidentiality of this information and it will not be released without authorization.

The undersigned applicant(s) hereby acknowledges, agrees, and consents to the disclosure of this Application and any supporting materials submitted by the undersigned applicant(s), or on behalf of the applicant(s), to any and all NMDC personnel, as well as any committees and the Board of NMDC, in connection with a review of this Application in accordance with NMDC’s established loan policies.

Individual Borrower or Entity	Signature & Title	Today’s Date
Co-applicant Name (If applicable)	Co-Applicant Signature	Today’s Date
Guarantor Name	Guarantor Signature	Today’s Date
Guarantor Name	Guarantor Signature	Today’s Date

<p>Send all <i>completed</i> application forms to: NMDC Attn: Business Finance Department 11 West Presque Isle Road Caribou, ME 04736 (207) 498-8736; FAX: (866) 837-3476 www.nmdc.org</p>	<p><i>*If you are sending electronic mail to NMDC, we want to remind you that email is not necessarily secure against interception. If your information is very sensitive or includes personal or confidential information – such as your social security number – you may want to send it by email encryption, postal mail or fax to NMDC.</i></p> <p><i>You may also email jnadeau@nmdc.org or dspooner@nmdc.org to inquire on any application-related questions.</i></p>
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DISCLOSURES & CERTIFICATIONS:

1) ATTESTMENT

By Signing this application, I/we certify that all information in this application and any accompanying exhibits to this application from the loan applicant are true and complete to the best of my/our knowledge.

2) OMISSION OF INFORMATION

Omission of an item means your application may not receive full consideration. I/We authorize disclosure of all information submitted in connection with this application to the financial institution agreeing to participate in the loan.

3) EQUAL CREDIT OPPORTUNITY

In accordance with Title V of P.L. 93-495, the Equal Credit Opportunity Act, NMDC, will not discriminate against any applicant on the basis of race, color, religion, national origin, age, physical or mental handicap (provided that the applicant has the capacity to enter into a binding contract), sex or marital status with respect to any aspect of a credit transaction.

4) USE OF INFORMATION PROVIDED

This information is to be used by the agency collecting it or its assignees in determining whether you qualify as a prospective borrower under its program. It will not be disclosed outside the agency except as required and permitted by law. You do not have to provide this information, but if you do not your application for approval as a prospective borrower may be delayed or rejected. The information requested in this form is authorized by Title 38, USC, Chapter 37 (if VA); by 12 USC, Section 1701 et seq. (if HUD/FHA).

5) ELECTRONIC SIGNATURES

This E Disclosure and Consent is provided in accordance with the Electronic Signatures in Global and National Commerce Act, 15 USC §7001 ("E-SIGN ACT") and the Uniform Electronic Transactions Act, ("UETA") as adopted by the various States.

Capitalized terms used in this E Disclosure and Consent have the meaning set forth in the Agreement or Terms and Conditions to which the E Disclosure and Consent is attached, except the words "You and Your" refer to the Person or Business entering into and/or agreeing to the Agreement or Business Activities and Lending Transactions. This disclosure relates to the Business Development and Lending Transactions including but not limited to, electronic fund transfers, the use of electronic signatures and the use and storage of "electronic records" as defined in the E-SIGN Act. This policy describes how NMDC delivers communications to you electronically. NMDC may amend this policy at any time by posting a revised version on their website. The revised version will be effective when posted by NMDC. If the revised version includes a substantial change, NMDC will provide you with thirty (30) Days' prior notice by posting a notice change on our website.

Electronic Delivery of Communications (E-SIGN)

By entering into and accepting this E-Sign Agreement and Disclosure Consent you agree and consent to receive electronically communications, agreements, notices, disclosures, documents and any other instrument necessary (collectively called instruments) to complete the Business Development and/or Lending Transactions. Such communications, agreements, notices, disclosures and documents include but may not be limited to business counseling forms and letters, loan application process, preclosing documents and disclosures, closing documents, updates to these and annual information requests and follow-ups, where a wet signature is not required by law or agency regulations. In order to access and retain electronic instruments, you will need the following computer hardware and software: a computer with internet connection, a valid email address in which to receive instruments, a current version of Adobe Acrobat to open documents in PDF format, sufficient storage space to save the instruments or an installed printer to print them out.

NMDC will notify you if there are any material changes to the hardware or software needed to receive the electronic instruments from NMDC. By giving your consent, you are confirming that you have access to the necessary equipment and are able to receive, open, print or download a copy of the instruments for your records. You may print or save a copy of the instruments for your records as they may not be accessible online at a later date.

How to Withdraw Your Consent

You may withdraw your consent to e-signatures and e-transactions at any time. To withdraw your consent, you may send a written request by e-mail or regular mail to Northern Maine Development Commission, PO Box 779, Caribou, ME 04736 Revised 6/23/21

Requesting Paper Copies of Electronic Instruments

If, after you consent to receive instruments electronically, you would like a paper copy of the instrument(s), you may request the paper copy by contacting NMDC as indicated above or contacting the sender by phone. You may be charged the cost of the postage to mail the instrument(s) through regular mail. The cost may be billed to you or added to any outstanding debt you may have with NMDC.

Updating Your Contact Information

You are responsible for keeping your primary email address on file with NMDC up to date so that NMDC can communicate with you electronically. You understand and agree that if NMDC sends you an electronic communication, but you do not receive it because your primary email address on file is incorrect, out of date, blocked by your internet service provider, or you are otherwise unable to receive electronic communications, NMDC will still be deemed to have provided the communication to you. If you use a spam filter or other technology that blocks or re-routes emails from senders not listed in your email address book, you must add NMDC's contact information to your email address book so you will be able to receive the instruments from NMDC. Updates to your primary email address and/or street address may be made at any time by sending the updated information to NMDC by regular mail or by emailing the NMDC contact you have been working with.

6) AUTHORIZATION TO RELEASE INFORMATION

- a) I/We have applied for a loan from Northern Maine Development Commission ("Lender"). As part of the application process, the Lender may verify information contained in my/our loan application and in other documents required in connection with the loan, either before the loan is closed or as part of its quality control program.
- b) I/We authorize you to provide to the Lender and to any investor to whom the Lender may sell my loan to or participate in a loan with; any and all information and documentation that they request. Such information includes, but is not limited to, employment history, income, bank records, credit history; and copies of income tax returns.
- c) A copy of this authorization may be accepted as an original.