



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 and Title: _____ % of Ownership: _____

Name and Title: _____ % of Ownership: _____

Name and Title: _____ % of Ownership: _____

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
- Interest 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 review policies.

Applicant Name	Applicant Signature	Today's Date
Co-applicant Name	Co-Applicant Signature	Today's Date
Guarantor Name	Guarantor Signature	Today's Date
Guarantor Name	Guarantor Signature	Today's Date

Send all completed 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

**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.*

You may also email jnadeau@nmdc.org or dspooner@nmdc.org to inquire on any application-related questions.

NMDC is an equal opportunity provider.

