



Micro Enterprise Loan Application

Business & Community Development
 60 Court St Auburn, Maine 04210
 Phone (207)-333-6601
www.AuburnMaine.Gov

For Loans not to Exceed \$7,500

This Application is for a Business **LOAN** not a grant, repayment is not only expected but legally required.

Business Information
 Name of Business: _____ Tax ID # _____
 Business Address: _____ Phone # _____
 City: _____ State: _____ Zip: _____ County: _____
 Legal Entity: Sole Proprietor Partnership LLC Corporation **Other**
 Length in Business: _____ Yrs Mos _____ **OR** Startup Principle Owner: _____
 *Each individual owning 20% or more of the business must complete a separate Intake Form.

Business Operations
 Industry: _____ FT Employees: _____ PT Employees: _____
Description of Business:

Description of Need:

Detailed Use of Funds:

<u>Application Checklist</u>		<u>Use of Funds:</u>	
All Items Are Required to Complete Application			
<input type="checkbox"/>	Signed Application + Intake from Owners	Working Capital: \$	_____
<input type="checkbox"/>	1 Form of Identification	Inventory/Equipment: \$	_____
<input type="checkbox"/>	1 year Business tax returns and/or Personal Tax Return + 3 bank Statements	Total Request: \$	_____
<input type="checkbox"/>	Documentation of Collateral	Collateral Value: \$	_____

Authorization & Certification
 I/We authorize the City of Auburn and/or its agents to make any investigations of credit either directly or through any agency which has credit information. I/We hereby certify that all information contained in this document and any attachments is true and correct to the best of my/our knowledge and that we have not been debarred from receiving federal funds. The city does not warrant or guarantee in any manner that its assistance will result in business success. I/We specifically waive and release any claims now or in the future regarding the assistance provided by the city and / or its agents.
 Applicant Signature: _____ Title _____ Date _____

For Office Use Only:

Loan Terms: 2% Interest for 3 years

Application Complete Date Received: _____ Credit Score: _____
 NCE Verification: _____ Monthly Payment: _____ Low-Mod Income %: _____
 Approved Denied Authorization: _____ Date: _____



Intake Form
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A majority of the business owners need to be below 80% of the Area Median Income as determined by US Department of HUD for the current program year applications are filed in order to qualify for this program.

<u>Business Information</u>	
Name of Business: _____	Percentage of Ownership: _____
Length of Business Ownership: _____ Yrs.	Percent of Ownership* _____
Previous Year Gross Income: _____	Previous year Net Income: _____

***Each individual owning 20% or more of the business must complete a separate form.**

<u>Personal Information</u>	
Applicant Name: _____	Date of Birth: _____
Home Address: _____	Soc Sec #: _____
City: _____ State: _____ Zip: _____	Household Income: _____
Marital Status: <input type="radio"/> Married <input type="radio"/> Unmarried (single/divorced/widowed)	Number in Household: _____
Email Address: _____	Phone Number: _____

<input type="radio"/> Female	<input type="radio"/> Male	Veteran Status	Race/Ethnicity	
Business Income is:		<input type="radio"/> Non Veteran	<input type="radio"/> Black	<input type="radio"/> Asian/Pacific
<input type="radio"/> Supplementary Income		<input type="radio"/> Vietnam Veteran	<input type="radio"/> Hispanic	<input type="radio"/> Native/Eskimo
<input type="radio"/> Sole Source of Income		<input type="radio"/> Other Veteran	<input type="radio"/> White	<input type="radio"/> Other

<u>Legal History</u>	
Have you ever been convicted of a Felony? <input type="radio"/> No <input type="radio"/> Yes, Type & Date Filed: _____	
Do you have any collection items, child support payments, judgments, or unpaid taxes (personal or business) <input type="radio"/> No <input type="radio"/> Yes	
Are you or your business involved in any pending lawsuits? <input type="radio"/> No <input type="radio"/> Yes	
Are you a US citizen? <input type="radio"/> No <input type="radio"/> Yes	Are you a permanent resident alien <input type="radio"/> No <input type="radio"/> Yes

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Applicant Signature: _____ Date _____