



Charles County Government
Department of Economic Development

CHARLES COUNTY COMMISSIONERS

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DISADVANTAGED BUSINESS LOAN APPLICATION

1. Individual Applying _____

Full Home Address _____

Individual's SSN _____ Home Phone # _____

2. Name of Applicant Business _____

Legal Structure: sole proprietorship _____ incorporated _____ limited liability corporation/partnership _____

List of all owners who have a 20% or more ownership stake in the company:

Name Address

Full Street Address of the Business _____

Business Phone _____

Email Address _____

Tax ID # of Business _____

Date Business Established _____

Type of Business _____

Current # of Employees _____



3. Principal Bank of Business _____

Bank Location _____

4. Affirmations:

Is this business certified as (check all that apply)

A minority owned business (MBE) _____ A woman owned business (WBE) _____

A veteran owned business (VBE) _____

Is this business certified (MBE, WBE, VBE) by: (mark all that apply)

Charles County _____ Yes _____ No

State of MD _____ Yes _____ No

Federal Agency _____ Yes _____ No Which one? _____

Has the business or any of the owners of 20% of the business or more ever been involved in a personal, corporate or organizational bankruptcy or insolvency proceeding?

_____ Yes _____ No if yes, attach an explanation

Have any of the owners of 20% or more of the business ever been convicted of a felony or crime other than minor misdemeanors or traffic violations?

_____ Yes _____ No if yes, attach an explanation

Is the business or any owners of 20% or more of the business involved in any pending lawsuits?

_____ Yes _____ No if yes, attach an explanation

Does the business of any of the owners of 20% or more of the business have an ownership stake of 20% or more in any other business?

_____ Yes _____ No if yes, attach details

Has the business, the business owners of more than 20% of the business, or any officers or principals of the business ever been involved in a business or organization that has defaulted in an economic development loan (local, state, or Federal)?

_____ Yes _____ No if yes, attach details

Does any owner of 20% or more of the business or their spouses work for Charles County Government?

_____ Yes _____ No if yes, attach details

5. Loan Information: Total amount of loan requested? _____ **(Max \$35,000)**

Purpose for which the loan proceeds will be used: _____

Collateral offered to secure loan _____

6. Certifications:

- A. All information in this application and the exhibits are true and complete to the best of my knowledge and are submitted to the Charles County Department of Economic Development (CCDED) so that they can be reviewed by the Disadvantaged Business Loan Review Committee so they can decide whether to grant a loan to me.
- B. As consideration for any management, technical and business development assistance that may be provided by CCDED or its consultants or vendors, I waive all claims against Charles County Government and its consultants or vendors who provide such assistance.
- C. I authorize CCDED to request credit reports and criminal record information about me for the purpose of determining eligibility for this loan program.

- D. No individual, business or other entity has prepared this application or will be paid any fee, even contingent, if a loan is approved.
- E. Business Plan: All business plans and financial information submitted in support of this application shall be incorporated in and made a part of this application. The following attachments are required for a complete application:

Attachments:

Financial Information:

_____ Signed release from all owners of 20% of the business to allow credit, police and other checks relative to the loan (form attached).

_____ Signed personal financial statement for all owners of 20% or more of the business.

_____ Year-end profit and loss statements of the business for the prior three years (or for the years business has been in existence if less).

_____ Current year-end profit and loss statement of the business (to the month or quarter depending how business keeps internal financial records).

_____ Current year Balance Sheet of the business.

_____ Business/personal tax returns for past 3 years (or for the years business has been in existence if less)

Business Plan:

_____ A business plan that includes minimally the following information:

Ownership & Management

- a. Resumes for all owners of 20% or more of the business and resumes of key management personnel who are not owners.
- b. Description of the legal structure of the business, i.e. sole proprietorship, C Corporation, LLC, LLP, partnership)
- c. Description of the management structure of the business

History of the Business

- a. Brief narrative of the business including any adjustments in products/services and markets served

Products, markets and competition

- a. Description of the products or services of the business including the competitive advantages or disadvantages over the business competitors.
- b. The specific marketplace that the company serves including identifying any customers responsible for 20% or more the businesses sales volume.
- c. If the company plans to expand its market area or product services, describe the expansion and how there is a marketplace need for the expansion.

d. Description of the marketing, advertising, sales approaches of the company.

7. Signature

If proprietorship or general partner:

By _____

Date _____

If Corporation:

By _____

Date _____

Signature of President _____

Attest corporate secretary _____

Consent to Obtain Credit Report

I consent to the Charles County Department of Economic Development and its agents to obtaining a report of my credit record and using the information from that report and in conjunction with my application to determine whether to make a Disadvantaged Business Loan to me. I understand that I will be notified of the results of the credit check with respect to my loan application.

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Company Name

Company EIN

Social Security #

Date of Birth (MM/DD/YYYY)

Last Name

First Name M.I.

Street

City

State Zip

Phone Number

Signature of Borrower

Today's Date

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