

# MICROENTERPRISE LOAN APPLICATION

## ESTABLISHED BUSINESS < \$50,000

Washington Heights and Inwood Development Corporation offers loans for established businesses up to \$50,000.

To apply for a business loan with WHIDC, first complete this form along with the personal guaranty for each business owner. When you submit the application, please provide copies or originals of the requested documents to the loan officer. Once you have submitted a complete application, you will receive a response to your application in ten (10) business days.

**Fees: All fees are nonrefundable.** The application fee is 1% of the loan amount. Additional fees may apply, and will be disclosed at approval.

### LOAN REQUEST

Amount Requested

Monthly Payment

Loan Purpose

Purchase Equipment  Consolidate Debt

Working Capital  Other \_\_\_\_\_

### APPLICANT INFORMATION

Name

Address

City, State, Zip

Date of Birth

SSN

Cell Phone

Email Address

### COSIGNER INFORMATION

Name

Address

City, State, Zip

Date of Birth

SSN

Cell Phone

Email Address



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## ESTABLISHED BUSINESS < \$50,000



### BUSINESS INFORMATION

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Number of Employees

\_\_\_\_\_  
Address

\_\_\_\_\_  
Product or Service

\_\_\_\_\_  
City, State, Zip

Type of Ownership

\_\_\_\_\_  
Start Date of Business

Sole Proprietorship

Nonprofit

Limited Partnership

Limited Liability Partnership

Corporation (C Corp)

General Partnership

S Corporation

Other: \_\_\_\_\_

Limited Liability Company

\_\_\_\_\_  
EIN # (if applicable)

\_\_\_\_\_  
Business Phone

### LOAN APPLICATION CHECKLIST

- Photo ID
- Completed business plan with financial projections
- Business certificate
- EIN Tax ID letter
- Incorporation documentation (if applicable)
- Documented estimates for loan proceeds
- All licenses and permits required for business
- Business lease or pre-lease draft (if applicable) Signed
- 2 most recent years business tax returns (if applicable)
- 3 most recent business bank/credit union statements (if applicable)
- 2 most recent pay stubs (outside income)
- Six months of internal ledgers/bookkeeping (if applicable)
- 12-month income statement and balance sheet, audited if available (if applicable)

### AUTHORIZATION

On behalf of the undersigned and the Business named above, the undersigned certifies that all statements in this application and on each document required to be submitted are true, correct, and complete. The undersigned further certifies that (s)he is authorized on behalf of the business to submit this application.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### Record of Action (for internal use)

Date of Action \_\_\_\_\_  Approved  Not Approved  Counteroffer \_\_\_\_\_

Amount Approved \_\_\_\_\_ Security \_\_\_\_\_ Interest rate, fees and other notes \_\_\_\_\_

Signatures of Loan Officers \_\_\_\_\_