

# MICROENTERPRISE LOAN APPLICATION

## START-UP BUSINESS < \$15,000

Washington Heights and Inwood Development Corporation offers loans for start-up businesses up to \$15,000.

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 Requested

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



# MICROENTERPRISE LOAN APPLICATION

## START-UP BUSINESS < \$15,000



### BUSINESS INFORMATION

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

\_\_\_\_\_  
Address

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

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

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

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

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

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

Type of Ownership

Sole Proprietorship                       Nonprofit

Limited Partnership                       Limited Liability Partnership

Corporation (C Corp)                       General Partnership

S Corporation                               Other: \_\_\_\_\_

Limited Liability Company

### 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

<b>Record of Action (for internal use)</b>			
Date of Action _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> Counteroffer _____
Amount Approved _____	Security _____	Interest rate, fees and other notes _____	
Signatures of Loan Officers _____			