



# TOWN OF ROCKY MOUNT MICROENTERPRISE REVOLVING LOAN FUND APPLICATION FOR LOAN

## SECTION I: GENERAL INFORMATION

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Business Incorporation Type: \_\_\_\_\_ Incorporated since: \_\_\_\_\_

Home Phone Number: (\_\_\_\_)\_\_\_\_-\_\_\_\_ Email: \_\_\_\_\_

Business Phone Number: (\_\_\_\_)\_\_\_\_-\_\_\_\_ Mobile Phone Number: (\_\_\_\_)\_\_\_\_-\_\_\_\_

Home Address: \_\_\_\_\_ Business Address: \_\_\_\_\_

## SECTION II: LOAN INFORMATION

Amount Requested: \_\_\_\_\_

Number of Full Time Employee (FTE) Positions To Be Created: \_\_\_\_\_

Purpose (briefly describe what the loan will be used to fund):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of Collateral: \_\_\_\_\_

\_\_\_\_\_

Microenterprise Loan Pool Board Recommendation

Approved \_\_\_\_\_ Not approved \_\_\_\_\_

Vote \_\_\_\_\_ Attest \_\_\_\_\_

Board Meeting Date \_\_\_\_\_

### CHECKLIST

(Please make sure to include the following documents with your application; please do not staple any of the documents; please do not include original documents, as they will not be returned)

- \_\_\_ Business Plan
- \_\_\_ Last two years' personal tax return or one tax return and extension letter
- \_\_\_ Town Business License
- \_\_\_ Business tax return for past two years (if business is established)
- \_\_\_ Credit Report Authorization
- \_\_\_ Certificate of Insurance
- \_\_\_ Proof of equity interest in business or building
- \_\_\_ Federal Tax I. D. Number
- \_\_\_ Proof of collateral



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## SECTION III: LOAN INFORMATION

### ASSETS

Cash on Hand and in Banks \$ \_\_\_\_\_

Savings Accounts \$ \_\_\_\_\_

Stocks and Bonds \$ \_\_\_\_\_

Real Estate \$ \_\_\_\_\_

Automobiles - Present Value \$ \_\_\_\_\_

Personal Property \$ \_\_\_\_\_

Other Assets \$ \_\_\_\_\_

TOTAL ASSETS \$ \_\_\_\_\_

### INCOME

Yearly Salary \$ \_\_\_\_\_

Other Income \$ \_\_\_\_\_

TOTAL INCOME \$ \_\_\_\_\_

### LIABILITIES

Outstanding Bills \$ \_\_\_\_\_

Notes Payable to Banks and Others \$ \_\_\_\_\_

Regular Monthly Payments  
(Rent, Auto, Insurance) \$ \_\_\_\_\_

Other Liabilities and Debts \$ \_\_\_\_\_

TOTAL LIABILITIES \$ \_\_\_\_\_

NET WORTH (ASSETS - LIABILITIES)

Net Worth \$ \_\_\_\_\_

Please submit all completed applications and supporting documentation to:

**Matt Hankins, Assistant Town Manager**

**Town of Rocky Mount**

**345 Donald Avenue**

**Rocky Mount, VA 24151**

Call 540-483-0907 if you have questions about this form or about the loan requirements.

By signing this form, I acknowledge that I am the person named above and I understand that Federal Law provides that a person who obtains credit information under false pretenses shall be fined or imprisoned not more than two years or both.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**STATEMENT OF CONFIDENTIALITY:** The Town of Rocky Mount assures that information and data obtained as to personal facts and circumstances related to the Town of Rocky Mount's Microenterprise Loan Program will be collected and held confidential, and will not be divulged without the individual's written consent. Any information disclosed, except to the Virginia Department of Housing and Community Development, must be in summary, statistical, or other form which does not identify particular individuals.