



SMALL BUSINESS MOBILIZATION LOAN APPLICATION

All applicants must complete the Application in its entirety. The Guidelines section contains information on the Loan Program Parameters, the Loan Applications Instructions, and a Loan Application Checklist.

*Please answer all of the application questions. If the question is not applicable, note “N/A”.

Has your business been certified for 2 consecutive years as a City of Charlotte Small Business Enterprise (SBE)? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Do you currently have an eligible City of Charlotte municipal contract? <input type="checkbox"/> YES <input type="checkbox"/> NO		
This application is a submission for the following category:		
<i>*Check all categories that you are eligible and want to be considered. Applicants will only be awarded in one category.</i>		
BUSINESS INFORMATION		
Applicant Name:		
Applicant Address:		
E-Mail:	Phone:	Fax:
Business Address:		
City:	State:	Zip:
Business Physical Address:		
City:	State:	Zip:
Business Mailing Address (if different than physical address):		
City:	State:	Zip:
VMS#		
Date Last Renewed:	Contract #:	
Type of Business		
Federal ID Number		

Company Owners	Title	% of Ownership	Years with Company
1.			
2.			
3.			
Number of employees:		Full Time:	Part Time:
1.) Any personal/business judgments, unsettled lawsuits or major disputes? If yes please explain on the additional sheets on the back. <input type="checkbox"/> YES <input type="checkbox"/> NO			
2.) Has the business, or any principals, been involved in bankruptcy or insolvency proceedings? If yes please explain on the additional sheets on the back. <input type="checkbox"/> YES <input type="checkbox"/> NO			
Are all personal and business federal, state and local taxes paid? <input type="checkbox"/> YES <input type="checkbox"/> NO			
FINANCING INFORMATION			
Total amount of loan request (maximum \$75,000 or 85% of contract receivable, whichever is less) \$			
Personal (not borrowed) funds available to invest in business \$			
Other Sources of Funds			
Have you contacted your bank for financing? <input type="checkbox"/> YES <input type="checkbox"/> NO What bank?			
Who referred you to the program?		Phone:	
DEMOGRAPHIC INFORMATION			
We require the following information for statistical and tracking purposes only. Please check all those that apply.			
Business owned by (> 51% Female owned)		(>51% Minority owned)	
Veteran Status	Non-Veteran	Vietnam-era Veteran	Other Veteran
Check appropriate Race/Ethnicity (Use these codes throughout application)			
<input type="checkbox"/> A – Asian American <input type="checkbox"/> C – Caucasian American <input type="checkbox"/> B – African American <input type="checkbox"/> H – Hispanic American <input type="checkbox"/> N – Native American <input type="checkbox"/> O – Other			
Check appropriate gender			
<input type="checkbox"/> M – Male <input type="checkbox"/> F – Female			

What is your combined yearly household income as of today?

ADDITIONAL INFORMATION

- Personal Financial Statement with the last 30 days
- Copies of business tax returns for the previous 2 years to include 2011
- Copies of personal tax returns for the previous 2 years to include 2011
- Copy of the Eligible Municipal Contract related to this loan request
- Accounts Receivable Aging List
- Sources & Use of Funds Statement
- A written narrative to explain answers to questions that are required

Professional Membership – List current membership in any business, professional or trade organizations:

Community Engagement - List membership in councils, boards, and clubs providing support and services to the community:

PROFESSIONAL REFERENCES

**Professional references can include managers, colleagues, clients or business contacts.*

Name and Title:	Phone:
1.	
2.	
3.	

CERTIFICATIONS

Please read the following and sign the Application Form. All owners, officers, and partners must sign this application.

The information in this Loan Application is provided for the purpose of applying for funds under the CITY OF CHARLOTTE’S Small Business Mobilization Loan Program. The information is accurate to the best of my knowledge. I understand that personal and/or business information may be requested pursuant to this loan application and I hereby give my consent for such information to be provided to City of Charlotte (COC). I also understand that COC retains the sole decision as to whether this loan application is approved, disapproved, or modified. It is my right to accept or decline the loan amount, rate and terms approved by the City of Charlotte, Economic Development Division (ED).

I AUTHORIZE COC/ED to keep this application whether or not my request for credit is approved. By signing below, I authorize ED to obtain a credit report on me through the credit-reporting agency of its choice (if applicable). I understand that I must provide updated credit and financial information as requested if my financial condition changes.	
<i>The undersigned swears that the application responses are true, complete and correct to the best of his/her knowledge.</i>	
Printed Name:	
Signature:	Date:
Printed Name:	Date:
Signature:	
Additional Information	
<ul style="list-style-type: none"> • Please provide a written explanation of any past credit issues and any corrective actions taken 	

**All information provided will be kept confidential.*