

PORTLAND REVOLVING LOAN PARAMETERS

- No new construction will be funded
- Purpose may be for: operating capital, inventory, equipment, or facility enhancements directly related to doing business
- Collateral will be required where available and practical
- Rate will be set based upon risk and available security, and will be below prime rate as published in the most recent Wall Street Journal
- Security, when used, will be based upon a note along with a mortgage, UCC, or title filing
- Term will not exceed 36 months on loans up to \$5,000
- Term will not exceed 48 months on loans of more than \$5,000
- The minimum loan will be \$1,000 and the maximum loan to a single borrow will be \$15,000
- Delinquency – there will be a 10-day grace period. After 10 days the payment is due plus \$50 a month late fee.

Portland Revolving Loan Fund APPLICATION

Date: _____

1.0 ADMINISTRATIVE INFORMATION

1.1 Business Information:

Business Name: _____

Address: _____

City: _____ Zip Code: _____

Telephone: _____

1.2 Ownership/shareholder/management

Proprietorship _____ Partnership _____ Corporation _____

Registration/Incorporation Documentation Attached? Yes _____ No _____

If no, please explain _____

1.3 Professional Advisors

Accountant: _____

Attorney: _____

Insurance Broker: _____

Bank: _____

1.4 Principals:

Name: _____

Name: _____

Address: _____

Address: _____

City: _____

City: _____

Zip Code: _____

Zip Code: _____

Telephone: _____

Telephone: _____

Name: _____

Name: _____

Address: _____

Address: _____

City: _____

City: _____

Zip Code: _____

Zip Code: _____

Telephone: _____

Telephone: _____

1.5 Provide a brief description of your background(s) including work that you did in your last three positions:

Blank area for providing a brief description of background and work history.

1.6 References

Name: _____

Name: _____

Address: _____

Address: _____

City: _____

City: _____

Zip Code: _____

Zip Code: _____

Telephone: _____

Telephone: _____

1.7 Other Obligations:

Is the applicant(s) or business an endorser, guarantor or consignor for obligations not listed on the financial statement? _____

If so, please explain: _____

Is the applicant(s) or business a party to any claim or lawsuit? _____

If so, please explain: _____

Does the applicant(s) owe any back taxes (I.E. sales, income, realty or business taxes)?

If so, please explain: _____

2.0 PROPOSAL

2.1 Describe your proposed business:

2.2 Identify your major competitors:

2.3 Identify potential client groups:

2.4 Describe major suppliers and the nature of the inventory:

2.5 Describe how you intend to market your business:

2.6 Describe how your background relates to the proposed business:

2.7 Identify government regulations and licenses required to undertake your proposed business:

Have you met these requirements?

Yes _____

No _____

If not, please explain:

2.8 How many fulltime positions will be created in year one? _____

How many part-time positions will be created in year one? _____

2.9 Is business or cash flow seasonal? Yes _____ No _____

When are the revue periods high? _____

When are the revenue periods low? _____

Please explain: _____

3.0 FINANCIAL INFORMATION

3.1.1 Indicate total project costs by category:

3.1.1 Real Estate: \$ _____

3.1.2 Leasehold Improvements: \$ _____

3.1.3 Inventory: \$ _____

3.1.4 Equipment: \$ _____

3.1.5 Operating: \$ _____

3.1.6 Other: \$ _____

3.1.7 TOTAL COST: \$ _____

3.2 Applicants Contribution \$ _____

3.3 Other Financing: \$ _____

3.4 TOTAL REQUEST \$ _____

3.5 Please indicate security available and estimate market value:

4.0 DECLARATION

The undersigned hereby declares that all of the information provided herein and on the accompanying statements is to the best of my/our knowledge true, complete and correct and understand that it will be used by the Portland Revolving Loan committee to determine credit worthiness. The proceeds of the loan applied for will be used for business purposes and not for personal, family or household purposes.

The undersigned further consents to the Portland Revolving Loan Fund committee making any inquiries it deems necessary to reach a decision on this application, and consents to the disclosure at any time to any credit information about me/us to any credit reporting agency or to any one with whom I/we have financial relations.

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

YOUR PERSONAL FINANCIAL STATEMENT

Name	Date of Birth	Social Security Number
Street Address	City/State	Zip Code
Home Phone	Residence ___ own ___ rent ___ other	How long at this address? ___ years ___ months
Occupation	Currently employed by	How long with employer? ___ years ___ months
Employer's Phone Number	___ married ___ unmarried ___ separated	Number of dependents
Your principle financial institution and address		

PERSONAL DATA ON YOUR SPOUSE

Spouse's Name	Spouses Occupation
Spouse currently employed by	How long with employer? ___ years ___ months Spouses work phone

FINANCIAL INFORMATION

as of: day _____ month _____ year _____

Assets	Value	Liabilities	Balance	Mo. Payment
TOTAL CHECKING	\$	BANK LOANS		
TOTAL SAVINGS		REAL ESTATE MORTGAGE		
LIFE INSURANCE CASH VALUE		(see section B)		
AUTOMOBILE MAKE YEAR		MONTHLY RENT PAYMENT		
STOCKS & BONDS (see schedule A)		CREDIT CARDS (itemize)		
ACCOUNTS RECEIVABLE (itemize)		OTHER OBLIGATIONS (itemize)		
REAL ESTATE (see schedule B)		TOTAL MONTHLY PAYMENTS		\$
RETIREMENT ACCOUNTS				
OTHER ASSETS				
TOTAL ASSETS	\$	MISC. PERSONAL OBLIGATIONS (itemize)		
INCOME SOURCES				
YOUR GROSS MONTHLY SALARY				
YOUR SPOUSE'S GROSS MONTHLY SALARY				
NET MONTHLY RENTAL				
OTHER (itemize)				
TOTAL	\$			

SCHEDULE A – STOCKS AND BONDS

Quantity	Description	Where quoted	Market Value	Pledged as collateral (yes or no)

SCHEDULE B – REAL ESTATE

	Types Of Property	Present Market Value	Amount of Mortgage or Liens	Gross Monthly Rental Income	Monthly Mortgage Payment	Monthly Taxes/Insur. Maint/Misc	Net Monthly Rental Income
PROPERTY ADDRESS							
Street							
City/State/Zip							
Name of Mortgage Holder	First Mortgage			Second Mortgage			
Percentage Ownership	Month/Year Acquired			Purchase Price \$			
Street							
City/State/Zip							
Name of Mortgage Holder	First Mortgage			Second Mortgage			
Percentage Ownership	Month/Year Acquired			Purchase Price \$			

GENERAL INFORMATION

Have you ever had an asset repossessed? <input type="checkbox"/> yes <input type="checkbox"/> no	Have you ever declared bankruptcy? <input type="checkbox"/> yes <input type="checkbox"/> no
Are you party to any claims or lawsuits? <input type="checkbox"/> yes <input type="checkbox"/> no	Do you owe any taxes prior to the current year? <input type="checkbox"/> yes <input type="checkbox"/> no
Details	
<p>The undersigned declare(s) that the statements made herein are for the purpose of obtaining business financing and are to the best of my/our knowledge true and correct. The applicants(s) consent(s) to the making of any inquiries deemed necessary to reach a decision on this application, and consent(s) to the disclosure at any time of any credit information about me/us to any credit reporting agency or to any one with whom I/we have financial relations.</p>	
Date: _____	Signature of Applicant(s) _____

	1st Month	2nd Month	3rd Month	4th Month	5th Month	6th Month	7th Month	8th Month	9th Month	10th Month	11th Month	12th Month	Total
CASH RECEIPTS													
Cash Sales													
Collection of Accounts Receivable													
Loan Proceeds													
Other Cash Receipts													
Total Cash Receipts (A)													
CASH DISBURSEMENTS													
Purchase of Materials or Stock													
Purchase of Fixed Assets													
Accounting and Legal Fees													
Advertising													
Vehicle Expense and Travel													
Business Tax, Fees, Licenses													
Property Tax													
Management Salaries													
Other Salaries													
Employee Benefits													
Rent													
Insurance													
Interest and Bank Charges													
Payment on Loans/Mortgages													
Maintenance and Repairs													
Freight													
Telephone													
Utilities													
Office Expenses and Postage													
All Other Operating Expenses													
Income Tax Payments													
Total Cash Paid Out (B)													
Cash Surplus or (Deficit) (A-B)													
Opening Cash Balance (C)													
Closing Cash Balance (D)													

Note: Line (C) is a carry-forward from line (D) in the previous month.