



## Management

List who else is involved with you in this business. Include their name, relationship and title/job responsibility.

	Name	Relationship	Title/Job Responsibility
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

## Business/Management Training (Entrepreneurial Training or Business Development Workshops)

List training or workshops related to your business that you have attended within the past two years.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

List training or workshops you feel you need in order to be successful.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Use of Funds

	Microloan Funds	+	Other Funds	=	Total
Inventory	_____		_____		_____
Capital Machinery	_____		_____		_____
Equipment	_____		_____		_____
Raw Materials/Supplies	_____		_____		_____
Professional Fees/Certifications	_____		_____		_____
Working Capital	_____		_____		_____
Wages	_____		_____		_____
Advertising	_____		_____		_____
Insurance	_____		_____		_____
Purchase Vehicles	_____		_____		_____
Rent or Utilities	_____		_____		_____
Other:	_____		_____		_____
<b>Total:</b>		<b>+</b>		<b>=</b>	
	_____		_____		_____

## Business Site Control (if applicable):

Does applicant have control of site?  Yes  No

If YES, indicate type of control:  Own  Lease

Type of Lease \_\_\_\_\_

Is Lease Assumable?  Yes  No

Terms of Lease \_\_\_\_\_

Renewal Options \_\_\_\_\_

## Personal Liabilities

Are You Co-Signer on Any Loans? \_\_\_\_\_ Number of Loans \_\_\_\_\_ Amount of Liability \$ \_\_\_\_\_

Any Lawsuits or Judgments Pending? \$ \_\_\_\_\_ (Other) \$ \_\_\_\_\_

## Business Liabilities

Are You Co-Signer on Any Loans? \_\_\_\_\_ Number of Loans \_\_\_\_\_ Amount of Liability \$ \_\_\_\_\_

Any Lawsuits or Judgments Pending? \$ \_\_\_\_\_ (Other) \$ \_\_\_\_\_

**Budget Debts:**

To Whom Payable	Original Amount	Account Number		Maturity Date	Collateral Held
	Current Balance	Date of Loan	Interest Rate %	Monthly Payment	
1.	\$				
	\$			\$	
2.	\$				
	\$			\$	
3.	\$				
	\$			\$	
4.	\$				
	\$			\$	
5.	\$				
	\$			\$	

**General Information**

*If married, these questions apply to both you and your spouse*

- Have you ever had a bankruptcy or a judgment against you? Yes\_\_\_ No\_\_\_
- Have you been a principal or guarantor of a firm that declared bankruptcy? Yes\_\_\_ No\_\_\_
- Are any assets pledged or debts secured except as shown? Yes\_\_\_ No\_\_\_
- Have you ever had a repossession or foreclosure? Yes\_\_\_ No\_\_\_
- Are you a party of any claim or lawsuits? Yes\_\_\_ No\_\_\_
- Do you have a criminal record? Yes\_\_\_ No\_\_\_

If you answered yes to any of the above, please explain. (Attach separate sheet if necessary.) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**References**

Contact Name	Address, City, State, Zip	Phone Number
<b>Business References:</b>		
1.		( )
<b>Personal References:</b>		
1.		( )
2.		( )
3.		( )

**CHECKLIST**

*Please complete as directed and submit along with requested information. An incomplete application package will not be processed. All tax returns and financial information must be signed and dated.*

**For All Applicants:**

- Signed and Completed FOCUS Microloan Application
- Copy of 3 years Personal Tax Returns [from each person owning **20%** or more of the business]

