

*A Fresh Approach*

Introduction

Thank you for your interest in the Johnson County Micro Loan Program. We have provided this package to assist you in applying for a business loan. We hope, also, that the package is helpful to you in thinking about your business plans. All information you provide to the Loan Committee will be kept confidential.

This loan application package refers to a number of statements we would like to include with the application. The information is further explained on the following pages. The statements will be used by the Loan Committee to make a credit evaluation and to evaluate your project for consideration. However, completion of the package, in and of itself, does not guarantee approval of your loan request.

You may wish to check with your lawyer or accountant when preparing these documents. If you have any questions about any of the documents, please contact our office. The information you provide with this application is important. You should try to complete all areas that are applicable to your business. Additionally, there may be other information requested of you upon review of this application.

This application is not complete or accepted until all requested information is received.

If you need assistance with the preparation of a business plan or some other guidance, the University of Central Missouri - Small Business Development Center may be able to assist you. They can be reached at (660) 543-4402.

If you need assistance with the application or have questions regarding the loan program, please call the Johnson County Economic Development Corporation at 660-747-0244.

The information we will need is divided into three parts.

- I. Information about you.
- II. Information about your business.
- III. Information about your loan request.

Submit the completed application along with the necessary supporting documentation to:

Johnson County Economic Development Corporation
Johnson County Micro Loan Program
300 N Holden St, Suite 301
Warrensburg, MO 64093

Johnson County Economic Development Corporation
300 N. Holden Street, Suite 301 ~ Warrensburg, MO 64093

Phone: 660.747.0244 Fax: 660.747.0620 Email: tbrantner@jococourthouse.com



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MICROLOAN PROGRAM INFORMATION SHEET

Personal Information

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home # _____ Cell # _____

Fax # _____ Email _____

Business Information

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Tel # _____ Fax # _____

Email: _____

Website Address: _____

Resume Form

<p><u>Details of Education:</u></p> <p>High School _____</p> <p>Year Graduated _____ (if applicable);</p> <p>Trade/vocation school name (if attended) _____, year(s) attended _____</p> <p>Studies completed/type(s) of studies _____</p> <p>_____</p> <p>Colleges and/or universities attended _____</p> <p>_____</p> <p>Studies completed/type(s) of studies _____</p> <p>_____</p>

<p><u>Details of Work Experience</u> (begin with the <i>most</i> recent employer).</p>	
<p>Employer:</p>	<p>Dates of Employment: From: To:</p>
<p>Job Duties and Responsibilities:</p> <p>_____</p>	
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<p>Job Duties and Responsibilities:</p> <p>_____</p>	

Personal Financial Statement

All individuals applying for a business loan, a guarantor, or any individual with at least 20% ownership is required to submit a personal financial statement along with copies of the past three years income tax returns.

Assets	Value	Liabilities	Balance
Cash on hand or Checking Account		Credit Cards & Charge Accounts	
Savings Accounts			
Time Deposits			
US Savings Bonds & Treasury Securities		Property Taxes Payable	
Other Marketable securities (attach list)		Accrued/Unpaid Income Taxes	
		Loans on Life Insurance Policies	
Cash Value of Life Insurance (attach list)		Term Notes Payable to Banks	
Accounts/Note Collectible			
		Loans from family & other individuals	
Total Current Assets:		Other Current Liabilities	
		Total Current Liabilities:	
Business Investments		Automobile Loans	
Automobiles & Recreational Vehicles			
		Installment Loans	
Personal Residence		Real Estate Loans	
Other Real Estate			
401(k), IRA Accounts (attach list)		Other Long Term Loans	
Other Personal Property			
Other Non-Current Assets		Total Non-Current Liabilities:	
Total Non-Current Assets		Total Liabilities:	
Total Assets:		Net Worth:	

Continued on next page

Personal Financial Page Cont.

Do you have adequate medical insurance? _____

Are any assets listed in a trust? _____

Are you presently a plaintiff or defendant in any legal action? _____

Are there unsatisfied judgments against you? _____

What is your gross annual income? _____

What is the face amount of your life insurance? _____

Have you cosigned or guaranteed someone else's obligations? _____

The above statement of assets and liabilities is a complete and accurate representation of my/our financial condition as of this date.

Signature Date

Spouse's Signature Date

Information About Your Business

This section allows you to explain your business and detail its performance to date. The series of questions in this section is designed to help you think about your business operations and needs.

If you are operating an existing business or plan to acquire an existing business we need to know something about the business' past performance in order to understand what can be expected in the future. Please provide your company's most recent interim balance sheet and income statement, and at least three year-end balance sheets, income statements, and tax returns (IRS Forms 1120/1120s etc.).

A current business plan is required and should be attached to this application. Therefore, you are encouraged, but not required, to meet with the University of Central Missouri Small Business Development Center to develop or revise a business plan.

Small Business Development Center
University of Central Missouri
Dockery Suite 102, Warrensburg MO 64093
Phone: 660-543-4402
FAX: 660-543-8159
sbdc@ucmo.edu

If your request will involve the purchase of commercial real estate, we will need current operating statements and if applicable, rehabilitation costs.

Business History and Background

1. What is the legal name and address of the business? _____

2. Form of Business (sole proprietorship, partnership, corporation, non-profit, S corporation, limited liability company)?

3. List of owners and their respective percentage of ownership.

<u>Name</u>	<u>Social Security Number</u>	<u>Percent Owned</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Briefly describe the operations of the business _____

5. When (month, year) was this business established? How long have you been involved in running the business?

6. Briefly characterize your customers (retail, commercial, etc.) _____

7. Does the company own life insurance on you or any other officer of the company? If so, what are the benefits, who are the beneficiaries, what insurance company issued the policy, and what is the term of the policy?

8. Who is your lawyer? _____

9. Who is your outside accountant? _____

10. Who is responsible for the day-to-day financial management of the company and what are this person's qualifications (if not already provided)?

11. Describe any research and development, patents, trademarks, or other intangible assets that your company owns or will be purchasing: _____

12. Does your company have any contingent liabilities? (Guaranties, lawsuits, etc.)

13. Has your business ever declared bankruptcy? If yes, please provide details and date:

14. How many employees will you have before the loan request? _____ After the loan request? _____

15. Is your business engaged in export trade? _____ Do you intend to begin export trading? _____

16. List all of the debts of the company:

To Whom Payable	Original Amount	Original Date	Present Balance	Maturity Date	Monthly Payment	Collateral

Information About Your Request

Prepare on a separate sheet your projections of future income and expenses. The format of your projections should be similar to the historical projections you provided in the previous section. These projections should be a continuation of the historical data. Any significant changes from historical data such as increased sales or decreased expenses should be explained. You should be able to identify exactly how you will increase sales or decrease expenses. Please keep in mind that income should be sufficient to repay all of the debts of the company including your proposed loan.

1. Amount Requested \$ _____
- Term (Length of the Loan) _____
- Payment Frequency _____

2. Use of Proceeds (what the funds will be used for)
- Land Acquisition _____
- New Construction/
Expansion/Repair _____
- Machinery/Equipment Inventory _____
- Working Capital _____
- Acquisition of Existing Business _____

List all of the Collateral Available for the Loan:

Description Manufacturer & Model #	Year Acquired	Original Cost	Market Value	Current Lien Balance	Name of Lien Holder

Credit Report Release

The Applicant hereby certifies that all information in this application, and all information furnished in support of this application is given for the purpose of obtaining assistance under the MicroLoan Program and is true and complete to the best of the Applicant's knowledge and belief. Provided that any and all information related to the financial status of the business shall be held confidential and not subject to review by the public.

The Applicant hereby authorizes either First Community Bank or First Central Bank to obtain a credit report for the Johnson County Economic Development Corporation to verify that all of the financial information that has been stated is true and accurate. The credit report will be used for the consideration of the loan that has been applied for with the Johnson County Economic Development Corporation ONLY.

Signature of Applicant: _____

Printed Name: _____

Signature of Co-Applicant: _____

Printed Name: _____

Date signed: _____

For Office Use Only

LOAN REVIEW COMMITTEE:

DATE ____/____/____

RECOMMENDATIONS:

_____ APPROVAL

_____ DISAPPROVAL

REASONS: _____
