



COMMUNITY DEVELOPMENT BLOCK GRANT BUSINESS LOAN/GRANT APPLICATION

In order to evaluate your request the Attleboro Office of Community Development (AOCD) requires a completed application and three (3) copies of your business plan. All information becomes the property of the AOCD. Please call (508) 223-2222 ext 3330 if you need assistance.

Loan/Grant Request:

The undersigned hereby submit(s) an application for a loan in the amount of \$ _____

for the purpose of _____

Applicant information:

Business Owner's Name: _____

Business Owner's Phone Number: _____

Business Owner's Address: _____ # Years at present address: _____

Previous Address: _____ # Years at previous address: _____

S.S. # _____ # of Dependents (including self): _____

Income:

Gross Annual Income: _____ Net Annual Income: _____

Annual Salary: \$ _____ Bonus/Commission: \$ _____

Dividends: \$ _____ Real Estate: \$ _____

Other (specify): _____

Name of bank(s) where personal checking account(s) is/are established:

Bank: _____ Current Balance: \$ _____

Bank: _____ Current Balance: \$ _____

Real Estate Owned:

Property: _____ Mortgage held by: _____

Original Mortgage: \$ _____ Balance: \$ _____ Monthly Payment: \$ _____

Appraised Value: \$ _____ Insured: \$ _____ Rental Income: \$ _____

Property: _____ Mortgage held by: _____

Original Mortgage: \$ _____ Balance: \$ _____ Monthly Payment: \$ _____

Appraised Value: \$ _____ Insured: \$ _____ Rental Income: \$ _____

Other Assets:

Securities current value: \$ _____ Auto current value: \$ _____

Business information:

Business Name: _____

- Proprietorship
- Limited Partnership
- General Partnership
- Corporation

Nature of Business: _____

Business Address: _____

Business Telephone: _____ Number of Employees: _____

Rent/Mortgage: \$ _____ Monthly Payment: \$ _____

Lease/Mortgage Expires: _____ Business Equipment Value: \$ _____

Name of bank(s) where business checking account(s) is/are established:

Bank: _____ Current Balance: \$ _____

Bank: _____ Current Balance: \$ _____

CERTIFICATION

The undersigned hereby represents and certifies to the best of his/her knowledge and belief that the information contained on this statement and any exhibits or attachments hereto are true and complete and accurately describe the proposed project, and the undersigned agrees to promptly inform the City of Attleboro of any changes in the proposed project which may occur. Furthermore, I/We understand that a false statement will result in disqualification of this application. Signed under penalties of perjury this day _____ of _____ 20____.

The lender is also authorized to investigate my credit history as permitted by law.

Applicant(s) Signature(s): _____

Applicant(s) Signature(s): _____

Your application is not complete until all documents are received. In certain cases, additional documentation may be required. You will be notified if it is determined that additional documentation is needed.

RETURN COMPLETED APPLICATION TO:
Dorothy Brissette, Community Development Director
Office of Community Development, City Hall
77 Park Street, Attleboro MA 02703
Telephone: (508) 223-2222 ext.3324 FAX: (508) 222-3046
E-mail: comdevdir@cityofattleboro.us

FOR OFFICE USE ONLY

Application No: _____

Date Received: _____ Received by: _____

Date Approved: _____ Approved by: _____

Required Business Attachments for Existing Businesses:

- Statement detailing exact use of loan proceeds;
- Description of collateral proposed to secure loan
- Resumes of principal(s)
- Current personal financial statement for each proprietor, partner and officer as well as each stockholder with 20% or more business ownership;
- Business tax returns for previous three years for existing businesses;
- Business ownership resolution from corporation's Board of Directors authorizing the small business concern to borrow (if applicable)
- **Business plan** that includes the following information:
 - History and description of business;
 - Target customer base? (i.e., single, married with children, married with a specific income range, age, gender, ethnicity);
 - Size of your target customer base within a 1-mile range, 2-mile range from the downtown;
 - What competitors are located within the 1-mile range, 2-mile range, from the downtown;
 - How you benchmark yourself against your prospective competitors and how you intend to compete;
 - Copy of franchise agreement (if applicable)
 - Names of affiliate and/or subsidiary firm
 - Balance sheet, profit and loss statement for existing businesses for the previous three years;
 - Current balance sheet and current operating statement (not over 60 days old) for existing businesses;
 - Listing of all existing business loans/debt including:
 - Original date and amount;
 - Balance owed;
 - Interest rate;
 - Monthly payment,
 - Security and;

- Loan status (current/delinquent)
- Number of current employees, by job category, including hourly wage/salary
- Number of positions to be created, by job category, including hourly wage/salary

Required Applicant Attachments for Start-up Business:

- Statement detailing exact use of loan/grant proceeds;
- **Business plan** that includes the following information:
 - History and description of business;
 - Target customer base? (i.e., single, married with children, married with a specific income range, age, gender, ethnicity);
 - Size of your target customer base within a 1-mile range, 2-mile range from the downtown;
 - What competitors are located within the 1-mile range, 2-mile range, from the downtown;
 - How you benchmark yourself against your prospective competitors and how you intend to compete;
- Number of positions to be created, by job category, including hourly wage/salary
- Description of collateral proposed to secure loan
- Recent applicant credit report (within 90 days)
- Applicant tax returns for previous three years for start-up businesses;
- Rejection letters from conventional lenders
- Pro forma balance sheet and projected operating statement for three years, including basis used for sales/income projections for start-up businesses;
- Monthly cash flow for first 11 months of operation or three months beyond "break-even" point for start-up businesses;