

MICROLOAN PROGRAM

Loan Application

Financing from \$500 to \$50,000

Contents

- Program Description
- Frequently Asked Questions
- Loan Application Form
- Personal Financial Statement Form
- Management Resume Form
- Sample Business Plan Outline A
- Sample Business Plan Outline B
- Listing of Resources for Technical Assistance

Program Description

The Microloan Program is a financing program available to the small business owner or entrepreneur. It is often difficult for newly formed but promising businesses to obtain short-term financing; the Microloan Program is designed to meet that need.

Microloans as term loans range from \$ 500 to \$ 50,000 and can be used for any of the following uses: the purchase of supplies or inventory; machinery or equipment; expansions or renovations on owned commercial real estate; or a portion of working capital.

Applicants are asked to complete the attached forms that include a business loan application, personal financial statements and a business plan. Other related documentation may be requested.

Once the loan application is complete, it is reviewed by the UCEDC Loan Committee. The committee is comprised of professionals from a wide array of businesses. Once approved, the loan is usually closed within ten days.

If you need assistance preparing for or completing the loan application, UCEDC can provide or refer such assistance. Several organizations offering business support services are listed in the back of this packet of material.

**If you have any questions regarding the Microloan Program,
please contact Ellen McHenry, Director of Financial Programs, UCEDC,
at 908.527.1166 or email at info@ucedc.com.**

UCEDC is an equal opportunity employer and is committed, in policy and in practice to recruit, hire, train, and promote, in all job classifications, without regard to race, color, religion, sex sexual orientation, age, national origin, marital status, or status as a veteran.

Our commitment to diversity extends beyond each employee to include every client, business partner and the community in which we live and work.

Frequently Asked Questions About the Microloan Program

1. How much can my business borrow?

Microloans range from \$500 to \$50,000.

2. How can I use the loan?

Loans can be used to purchase machinery, office equipment, furniture and fixtures, façade renovations and restorations on owned commercial property, abatement of code violations, supplies or inventory and working capital.

3. How long does it take to get approved for a UCEDC microloan?

Typically, microloan approval takes approximately one month. *All loan applications complete with all required documentation should be submitted by the first of the month.* Approval could be given by the end of that same month after being reviewed by the Loan Committee of UCEDC.

4. Are there any fees?

For term microloans, there is an annual technical assistance fee of \$100.00. There may be attorney closing fees. For lines of credit there are annual renewal fees and processing fees.

5. Are there any loan restrictions?

Loans cannot be used to refinance existing debt or leasehold improvements. Loans are not made to investment companies or for venture capital deals. Also, funds may not be used to reimburse applicants for projects that have begun prior to the loan closing.

MICROLOAN APPLICATION

UCEDC wants to make your loan application as easy as possible. We have trimmed the amount of information required to the minimum and have sought to make every form simple and clear. We assure you that all the information requested is essential in order to process your credit request quickly. Your complete application should include the following:

- Business Loan Application
- Personal Financial Statement(s) (included in application)
- Three (3) Years Personal Federal Tax Returns
- Three (3) Years Complete Business Tax Returns
- Current Interim Financial Statements
- One (1) Year Financial Projections
- Startups (less than 24 months): Business Plan Required including two (2) years projections.
- Management Resume (included in application)
- Copy of lease, if applicable

I/we authorize and instruct any person or consumer reporting agency to compile and furnish to UCEDC any information it may have or obtain in response to such credit inquiries and agree that same shall remain your property whether or not credit is extended.

All information set forth in this application is declared to be a true representation of facts made for the purpose of obtaining the credit requested and any willful misrepresentation on this application could result in criminal action.

UCEDC may request a consumer (Experian, Trans Union, Equifax, etc) or business (Dun & Bradstreet) report in connection with this application and subsequent consumer and/or business reports in connection with updating, renewing or extending the existing or future extensions of credit. Upon your written request, we will provide the name and address of the consumer agency furnishing such reports to us, if any.

BUSINESS NAME: _____

DATED: _____ BY: _____
TITLE

YOUR SIGNATURE: _____
PRINCIPAL, INDIVIDUALLY

MICROLOAN APPLICATION –Page 2

LOAN REQUEST

AMOUNT REQUESTED: \$ _____ TOTAL PROJECT COST:\$ _____

CLIENTS EQUITY: \$ _____ SOURCE OF OTHER FUNDING: _____

PURPOSE OF LOAN: _____

COLLATERAL DESCRIPTION: _____

SOURCE OF REPAYMENT: _____

BUSINESS RECORDS

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

(No. and Street, City, State & Zip Code)

TELEPHONE NUMBER: _____ FAX NUMBER: _____

PLEASE CHECK ONE: REGULAR CORPORATION SOLE PROPRIETORSHIP LLC
 S CORPORATION NON-PROFIT CORP. OTHER

DATE ESTABLISHED: _____ TAX ID NO. _____

TYPE OF BUSINESS: _____

NAME & ADDRESS OF CURRENT BANK: _____

PHONE NUMBER: _____ ACCOUNT NUMBER: _____

ACCOUNTANT: _____ PHONE NUMBER: _____

LANDLORD/MORTGAGE COMPANY NAME: _____

PHONE NUMBER: _____ ANNUAL RENT \$: _____

LEASE EXPIRATION DATE: _____

STATE A BRIEF HISTORY AND DESCRIPTION OF THE BUSINESS: _____

NUMBER OF EMPLOYEES:	AT PRESENT	AFTER LOAN
FULL-TIME	_____	_____
PART-TIME	_____	_____

MICROLOAN APPLICATION –Page 3

PRINCIPALS, PARTNERS, OFFICERS OR STOCKHOLDERS
(please use separate sheet if more than two owners)

NAME: _____	NAME: _____
% OWNERSHIP: _____	% OWNERSHIP: _____
HOME ADDRESS: _____	HOME ADDRESS: _____
CITY, ST, ZIP: _____	CITY, ST, ZIP: _____
PREV. ADDRESS: _____	PREV. ADDRESS: _____
CITY, ST, ZIP: _____	CITY, ST, ZIP: _____
S.S.#: _____	S.S.#: _____
PHONE: _____ D.O.B.: _____	PHONE: _____ D.O.B.: _____
TITLE: _____	TITLE: _____
BANK NAME: _____	BANK NAME: _____
BANK ACCT#: _____	BANK ACCT#: _____

BUSINESS OUTSTANDING FINANCIAL OBLIGATIONS

PLEASE LIST ALL BANK, FINANCE COMPANY, AND LEASE FINANCING OBLIGATIONS OUTSTANDING.

NAME & ADDRESS OF CREDITOR	ACCT. #	BALANCE DUE	MONTHLY PAYMENT
1. _____	_____	\$ _____	\$ _____
2. _____	_____	\$ _____	\$ _____
3. _____	_____	\$ _____	\$ _____
4. _____	_____	\$ _____	\$ _____

TRADE REFERENCES

NAME & ADDRESS	PHONE	DATE OBTAINED	CREDIT LIMIT
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

OTHER INFORMATION

Are there any outstanding judgments, garnishments or other legal proceedings against you or your business?

If so, please explain: _____

Have you or your business ever declared bankruptcy?	_____ YES _____ NO
Have you or your business ever had a judgment against you?	_____ YES _____ NO
Are any assets pledged or debts secured except as shown?	_____ YES _____ NO
Have you had property foreclosed upon or made a settlement with creditors?	_____ YES _____ NO



PERSONAL FINANCIAL STATEMENT

U.S. SMALL BUSINESS ADMINISTRATION

As of _____, _____

Complete this form for: (1) each proprietor, or (2) each limited partner who owns 20% or more interest and each general partner, or (3) each stockholder owning 20% or more of voting stock, or (4) any person or entity providing a guaranty on the loan.

Name Business Phone
Residence Address Residence Phone
City, State, & Zip Code
Business Name of Applicant/Borrower

Table with columns ASSETS (Omit Cents) and LIABILITIES (Omit Cents). Rows include Cash on hand, Savings Accounts, IRA, Accounts & Notes Receivable, Life Insurance, Stocks and Bonds, Real Estate, Automobile, Other Personal Property, Other Assets, Accounts Payable, Notes Payable, Installment Accounts, Loan on Life Insurance, Mortgages, Unpaid Taxes, Other Liabilities, Total Liabilities, and Net Worth.

Section 1. Source of Income and Contingent Liabilities. Rows include Salary, Net Investment Income, Real Estate Income, Other Income, As Endorser or Co-Maker, Legal Claims & Judgments, Provision for Federal Income Tax, and Other Special Debt.

Description of Other Income in Section 1.

*Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.

Section 2. Notes Payable to Banks and Others. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

Table with columns: Name and Address of Noteholder(s), Original Balance, Current Balance, Payment Amount, Frequency (monthly, etc.), and How Secured or Endorsed Type of Collateral.

Section 3. Stocks and Bonds. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed).

Number of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value

Section 4. Real Estate Owned. (List each parcel separately. Use attachment if necessary. Each attachment must be identified as a part of this statement and signed.)

	Property A	Property B	Property C
Type of Property			
Address			
Date Purchased			
Original Cost			
Present Market Value			
Name & Address of Mortgage Holder			
Mortgage Account Number			
Mortgage Balance			
Amount of Payment per Month/Year			
Status of Mortgage			

Section 5. Other Personal Property and Other Assets. (Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment and if delinquent, describe delinquency.)

Section 6. Unpaid Taxes. (Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches.)

Section 7. Other Liabilities. (Describe in detail.)

Section 8. Life Insurance Held. (Give face amount and cash surrender value of policies - name of insurance company and beneficiaries)

I authorize SBA/Lender to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. I understand FALSE statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General (Reference 18 U.S.C. 1001).

Signature: _____ Date: _____ Social Security Number: _____

Signature: _____ Date: _____ Social Security Number: _____

PLEASE NOTE: The estimated average burden hours for the completion of this form is 1.5 hours per response. If you have questions or comments concerning this estimate or any other aspect of this information, please contact Chief, Administrative Branch, U.S. Small Business Administration, Washington, D.C. 20416, and Clearance Officer, Paper Reduction Project (3245-0188), Office of Management and Budget, Washington, D.C. 20503. PLEASE DO NOT SEND FORMS TO OMB.

MANAGEMENT RESUME

(Additional forms available upon request)

Please fill in all spaces, use full first, middle and maiden names, no initials. If an item is not applicable, please indicate so. You may include additional relevant information on a separate exhibit.

Name _____ SS# _____
First Middle Maiden Last

Date of Birth _____ Place of Birth _____

Residence Telephone () _____ Business Telephone () _____

Residence Address _____
Street City State Zip

Previous Address _____
Street City State Zip

Lived there from _____ to _____
Month and Year Month and Year

Spouse's Name _____ SS# _____
First Middle Maiden Last

Are you employed by the U.S. Government? Yes No If yes, give agency/position _____

Are you a U.S. Citizen? Yes No If no, give Alien Registration number _____

Have you ever been charged with or convicted of any criminal offense other than a misdemeanor involving a motor vehicle violation? Yes No If yes, furnish details in a separate exhibit.

Are you involved in any lawsuit at this time or have you ever filed for personal or business Bankruptcy Protection? Yes No If yes, furnish details in a separate exhibit.

Have you ever obtained credit under any other name(s)? Yes No If yes, furnish details in a separate exhibit.

EDUCATION

College or Technical Training, Name and Location	Dates Attended From/To	Major	Degree or Certificate
_____	_____	_____	_____
_____	_____	_____	_____

MILITARY SERVICE BACKGROUND

Branch _____ From _____ To _____ Honorable Discharge? _____

Rank at Discharge _____ Major assignment/accomplishment _____

WORK EXPERIENCE (List chronologically, beginning with present employment)

Company Name/Location _____

From _____ To _____ Title _____

Duties _____

Company Name/Location _____

From _____ To _____ Title _____

Duties _____

Company Name/Location _____

From _____ To _____ Title _____

Duties _____

OUTLINE OF A BUSINESS PLAN

- Cover Sheet: Name of business, names of principals, address and phone number
- Statement of Purpose
- Table of Contents:
 1. Section One: The Business
 - a. Description of business
 - b. Product/service
 - c. Market
 - d. Location of business
 - e. Competition
 - f. Management
 - g. Personnel
 - h. Application and expected effect of loan, if needed
 - i. Summary
 2. Section Two: Financial Data
 - a. Sources and applications of funding
 - b. Capital equipment list
 - c. Balance sheet
 - d. Break-even analysis
 - e. Income projections (Profit and Loss statements)
 - i. three-year summary
 - ii. detail by month for first year
 - iii. detail by quarter for second and third years
 - iv. notes of explanation
 - f. Cash flow projection
 - i. detail by month for first year
 - ii. detail by quarter for second and third years
 - iii. notes of explanation
 - g. Deviation analysis
 - h. Historical financial reports for existing business
 - i. Balance sheets for past three years
 - ii. Income statements for past three years
 - iii. Tax returns
 3. Section Three: Supporting Documents
 - a. Personal resumes
 - b. Personal balance sheets
 - c. Cost of living budget
 - d. Credit reports
 - e. Letters of reference
 - f. Job descriptions
 - g. Any legal documents, i.e. Leases, contracts
 - h. Anything else relevant to the plan

Listing of Resources for Technical Assistance

UCEDC

Liberty Hall Corporate Center
1085 Morris Avenue
Union, NJ 07083

Phone: 908-527-1166
Fax: 908-527-1207
Email: info@ucedc.com

UCEDC, a non-profit economic development corporation, is dedicated to fostering economic growth. This is accomplished through the provision of financing and technical assistance programs, training, business assistance, business information and government contract procurement assistance.

US Small Business Administration

Two Gateway Center, 15th floor
Newark, NJ 07102

Phone: 973-645-3680
Fax: 973-645-6265

The US Small Business Administration, established in 1953, provides financial, technical and management assistance to help Americans start, run, and grow their businesses. The SBA provides loan guarantees to area lenders for loans to small business. The SBA is the nation's largest financial backer of small business.

NJ Commerce & Econ. Growth Commission

20 W. State Street
Trenton, NJ 08625

Phone : 609.292.9934

The Commission's programs are tailored to the individual needs of the business community, helping with creative financing packages, technical assistance, site selection and acquisition. In addition, the Commission offers a business advocacy service providing assistance in dealing with state government.

NJ Economic Development Authority

P.O. Box 990
36 West State Street
Trenton, NJ 08625

Phone: 609-292-0181
Fax: 609-633-7751
Email: njeda@njeda.com

NJEDA is a self-supporting, independent state financing and development agency serving New Jersey's business community. Since 1974, the NJEDA has provided nearly \$14 billion to eligible businesses and not-for-profit groups. The NJEDA provides financing, real estate development and technical support for new entrepreneurs.

Listing of Resources for Technical Assistance – Page 2

S.C.O.R.E.

Phone: 973-645-3982
www.nj-score.org

New Jersey Small Business Development Ctrs. Phone: 800-432-1565
www.njsbdc.com

NJ Association of Women Business Owners, Phone: 609-581-2120
Women's Business Center (WBC) Fax: 609-581-6749
127 U.S. Highway 206, Suite 28 Email: WBCdirector@njawbo.org
Hamilton, NJ 08610

NJAWBO is a statewide organization with its objective being to support and encourage business ownership by women. NJAWBO enables women business owners to network while it also provides a legislative voice for them at local, state and federal levels. NJAWBO operates a Women's Business Center (WBC) which provides a wide range of services to women entrepreneurs at all levels of business development.

Other:

NJ Business Resource Center
www.njbrc.com



A non-profit economic development corporation

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**Liberty Hall Center
1085 Morris Avenue
Union, New Jersey 07083
T: 908.527.1166 F: 908.527.1207
www.ucedc.com**