



## LOAN PROGRAM REQUIREMENTS CHECKLIST

The following documents are required for a complete evaluation of your loan request.

1. \_\_\_\_\_ Preliminary Application (for each individual owning 10% or more of the business).
2. \_\_\_\_\_ Questionnaire
3. \_\_\_\_\_ Right to Financial Privacy Act form
4. \_\_\_\_\_ Personal Financial Statement (for each individual owning 10% or more of the business)
5. \_\_\_\_\_ Non-refundable Application fee \$200.00
- 6) \_\_\_\_\_ Personal 4506 Tax Transcript

### **FOR THE NEW BUSINESS:**

- Business Plan to include 3 years of financial projections (the first year on a monthly basis, years 2 and 3 can be annualized)

### **FOR THE EXISTING BUSINESS**

- Previous 3 years business income tax returns (ALL PAGES and SCHEDULES)
- Current balance sheet and income statement (if applicable)
- Business 4506 Tax Transcript
- Business Debt Schedule

### **FOR THE OWNERS, PARTNERS, PRINCIPALS**

- Previous 3 years personal income tax returns (ALL PAGES and SCHEDULES)
- Written business summary
- Copy of Driver's License

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

ADDITIONAL INFORMATION MAYBE REQUIRED



LOAN APPLICATION

1. Personal Information

Name \_\_\_\_\_ Phone: \_\_\_\_\_  
No. of Persons in Household \_\_\_\_\_ Total Gross Household Income \$ \_\_\_\_\_  
Home Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip Code \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Place of Birth \_\_\_\_\_ (City, St. or Foreign Country)  
U.S. Citizen: Yes \_\_\_ No \_\_\_ If No, Alien reg. # \_\_\_\_\_  
Lease or Own \_\_\_\_\_ Current amount \$ \_\_\_\_\_

2. Business Information (All owners of 10% of more must submit personal financial information)

Name Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
Business Tax Id (EIN) \_\_\_\_\_ Lease or Own \_\_\_\_\_ Monthly amount \$ \_\_\_\_\_  
Type of Business: Check  
\_\_\_ Corporation \_\_\_ Partnership \_\_\_ Sole Proprietorship  
Current Number of Employees Proposed Number of Employees MBE Certified  
F/T \_\_\_\_\_ P/T \_\_\_\_\_ F/T \_\_\_\_\_ P/T \_\_\_\_\_ Yes \_\_\_ No \_\_\_  
Number of years of experience in this type of business \_\_\_\_\_ Where: \_\_\_\_\_

3. Loan Request: \$

Describe the specific use of funds and amount of funds requested:  
\_\_\_\_\_  
\_\_\_\_\_

Total Loan Amount of Requested:

\_\_\_\_\_ \$ \_\_\_\_\_

4. Applicant's Attestation

I attest that the business has at least 51% black ownership and operational interests and is located in Hillsborough or Pinellas County, Florida. I agree to obtain technical or managerial assistance if advised to do so. All information provided is true and accurate. I further attest and acknowledge that as required by the Auditor General of the State of Florida, I have been provided a copy of the Single Audit Act requirement of all recipients of any State of Florida funds. There are specific instructions for those who are in receipt of \$300,000.00 or more with respect to a required Annual Audit (Section 2315.97, Florida Statutes: applicable rules of the Executive Office of the Governor and the Comptroller: and Chapters 10.550 or 10.650)

Signature

Date



I, \_\_\_\_\_, understand the loan application procedure, qualifications, and time constraints set forth. I understand that completing the loan application does not guarantee receiving a loan.

I authorize the Tampa Bay Black Business Investment Corporation, Inc. (TBBBIC) to inquire into any and all business and personal records related to \_\_\_\_\_.

I agree to indemnify and hold harmless the Tampa Bay Black Business Investment Corporation, Inc., its members, officers, employees and agents, and hereby release same from any and all claims, judgments, suits at law or any other action be it derivative or direct which may arise out of the above-mentioned inquires or which may arise out of technical assistance provided by the TBBBIC to any successful or unsuccessful loan applicant.

Signature of Loan Applicant \_\_\_\_\_ DATE \_\_\_\_\_

Signature of Loan Applicant \_\_\_\_\_ DATE \_\_\_\_\_

**Customer Identification Requirements**

In accordance with Section 326 of the USA PATRIOT Act signed October 26, 2001, all financial institutions are required to obtain a copy of the documents used in identifying new account customers and in identifying signatory individuals added to an existing or new account. In some cases, identification will be requested for those individuals submitting applications to us prior to the effective date of the customer identification requirements because original documentation was not obtained with the opening of the account, or we were unable to form a reasonable belief that we know the true identity of the existing customer. In all cases protection of our customer's identity and confidentiality is our pledge to you.

We thank you for your business.



**RIGHT TO PRIVACY ACT  
MICRO-ENTERPRISE LOAN PROGRAM**

This is a notice to you as required by the RIGHT TO FINANCIAL PRIVACY ACT of 1978 that the Tampa Bay Black Business Investment Corporation, Inc. has a right to access financial records held by any financial institution in connection with the consideration or administration of the COMMERCIAL BUSINESS LOAN for which you have applied. Financial records involving your transaction will be available to the **Tampa Bay Black Business Investment Corporation, Inc.** (TBBBIC) without further notice or authorization but will not be disclosed or released to another Agency or Department without your consent, except as required or permitted by law. It is acknowledged that the Tampa Bay Black Business Investment Corporation, Inc. is a private non profit organization; however, some funds utilized are from a public source. While the TBBBIC believes in the privacy of its files, the confidentiality has not been tested under Florida Statute 119 – Public Records Law. A challenge for release would be protested vigorously; however, TBBBIC reserves the right to defend or not. As a result, it is recognized that information provided may become public record. It is further understood that completing the loan application does not guarantee receiving a loan.

18 USCS 1001

Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact, or makes any false, of fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisonment not more than five years, or both. (June 25, 1948, ch. 645 - 1.62 Stat 749.

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I hereby certify that the foregoing information, submitted in support of my application for a commercial business loan is true and complete to the best of my knowledge and belief. I further certify that the penalties under USCS Title 18,Section 1001, for false and fraudulent statement(s) (see above) has been explained to me. I acknowledge receipt of the Financial Privacy Act. I hereby waive all claims against the Tampa Bay Black Business Investment Corporation and its personnel in connection with the assistance hereby requested.

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Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

Subscribed and Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Notary Public \_\_\_\_\_

My Commission Expires:\_\_\_\_\_

**NOTICE: THIS APPLICANT UNDERSTANDS THAT COMPLETION OF THIS APPLICATION DOES NOT GUARANTEE ASSISTANCE WITH THIS PROGRAM**



**TAMPA BAY BLACK BUSINESS INVESTMENT CORPORATION  
QUESTIONNAIRE**

Be sure to answer the next 11 questions correctly. The fact that you have an arrest or conviction record will not necessarily disqualify you. An incorrect answer will cause your application to be turned down. If you answer yes, furnish details (on a separate sheet of paper) including name under which it occurred.

1. Are you presently under indictment, on parole or probation?

\_\_\_\_\_ yes \_\_\_\_\_ no

2. Have you ever been charged with or arrested for any criminal offense other than a minor motor vehicle violation?

\_\_\_\_\_ yes \_\_\_\_\_ no

3. Have you ever been convicted of any criminal offense other than a minor motor vehicle violation?

\_\_\_\_\_ yes \_\_\_\_\_ no

4. Do you have any pending judgments against you?

\_\_\_\_\_ yes \_\_\_\_\_ no

5. Have you ever filed bankruptcy?

\_\_\_\_\_ yes \_\_\_\_\_ no

6. Have you any past or pending lawsuits?

\_\_\_\_\_ yes \_\_\_\_\_ no

7. Do you owe IRS back taxes?

\_\_\_\_\_ yes \_\_\_\_\_ no

8. Is there a lien against your business, or you personally?

\_\_\_\_\_ yes \_\_\_\_\_ no

9. Does the business have a pending judgment?

\_\_\_\_\_ yes \_\_\_\_\_ no

10. Does the business owe back taxes?

\_\_\_\_\_ yes \_\_\_\_\_ no

11. Has the business any pending lawsuit?

\_\_\_\_\_ yes \_\_\_\_\_ no

**I (we), \_\_\_\_\_, understand that an incorrect answer will cause my application to be declined. I, (we) certify the above and the statements contained in the above questionnaire are true and accurate to the best of my knowledge.**

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date



## WHAT IS A BUSINESS PLAN

Business is a difficult and serious vocation. It requires careful thought and preparation. A business plan is a necessary planning tool for any business. Starting, or expanding, a business without a business plan is like starting a cross-continent road trip without a map. You may get some place, but it might not be where you intended to go. It will most likely be a rocky, and expensive, journey.

A business plan contains, but is not limited to, the following points:

### A. Business Description (Summary)

1. Name of business, location and description of facilities.
2. Type of product or service offered.
3. Brief description of your market and your competition.
4. Brief description of your management experience, as well as the experience of your management team.

### B. Business History (for established businesses)

1. How long the business has been in existence.
2. Identify prior owners, and state when and how long you have operated the business.
3. Number of employees.
4. Provide last year's sales volume and profit.
5. Discuss any significant events that have affected the company's development.

### C. Definition of Your Business Goals

1. Prioritize your goals – improve cash flow? Improve profit? or expand market share?
2. Describe how you are going to accomplish your goals.

### D. Financial Needs.

1. How much money do you need and why?
2. Describe how you will use the funds.
3. Discuss how you will repay the loan.

### E. Market Analysis

1. Describe your potential customers – who they are, what they do, where they are located, the number you have (or could have).
2. What outside factors—economic, legal, social, technological—affect your market, product or service.
3. Describe your competition—the number, their products or services, quality, marketing strategy, location, market share, etc.
4. Discuss how your service or product meets market needs and how you compare with your competition. Describe how you plan to market your company in order to stand out from the competition (marketing strategy).

### F. Logistics

1. Describe your operating plan for the next two years.
2. Describe the location of your business—what other businesses are located nearby, how does the location affect your operating costs, do you own, rent, or lease your facilities, does it have sufficient parking for your customers, is it ease to get to?
3. Define the factors which impact your operating costs—the office products, your raw materials, equipment needs (and the necessary technical upgrades).



## G. Legal

1. Describe the legal status of your business – sole proprietorship, partnership, corporation –and status (in formation or already formed).
2. Describe any legally binding contracts, agreements (including partnership agreements, buy–sell arrangements, or franchise agreements).
3. List specific licenses needed and the status of those licenses. Include any patents, copyrights, trademarks.
4. Discuss zoning requirements, health code regulations, and other law or regulations that affect your business.
1. Describe your lease arrangements for either the facility or any equipment, as well as any liens and/or outstanding debt.

## H. Staffing Plan

1. Draw an organizational chart with the key managers and their responsibilities show, along with their related work experience, proposed compensation, etc.
2. Describe the number of employees expected, type of labor, and source. Explain what, if any, training will be needed. Describe how you will compensate your employees.
3. Determine if you intend to have a Board of Directors, who will be on the Board, and their experience.

## I. Financial Information

1. If the business is already in existence, include the following for the previous three years—balance sheet, reconciliation of net worth, income statement, (profit and loss statement), debt schedule, cash flow statement, accounts receivable and accounts payable aging.
2. If the business is a start–up business, include the following—pro forma balance sheet (as of start of business), cash flow projections for the next five years (on a monthly basis for the first twenty–four months, annually for the next three years). Include all assumptions behind the projections.

## J. Appendix

1. Attach copies of all documents—legal contracts and agreements, leases, licenses, insurance and bonding compliance, documentation pertaining to the legal formation and status of your business, etc.



**PERSONAL FINANCIAL STATEMENT**

As of \_\_\_\_\_ 20\_\_\_\_

Complete this form if 1) a sole proprietorship by the proprietor; 2) a partnership by each partner; 3) a corporation by each officer and each stockholder with 20% or more ownership; 4) any other person or entity providing a guaranty on the loan.

**First Name** \_\_\_\_\_ **Last Name** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**Address** \_\_\_\_\_ **City, State Zip** \_\_\_\_\_

**Business Name** \_\_\_\_\_ **Tax Id Number** \_\_\_\_\_

<b>ASSETS</b>	<b>(Omit Cents) \$</b>	<b>LIABILITIES</b>	<b>(Omit Cents) \$</b>
Cash on Hand & in Banks		Notes Payable (to Bk & Others) (Describe in Section 2)	
Savings Accounts		Accounts & Bills Due (Describe in Section 3)	
IRA		Mortgages on Real Estate (Describe in Section 5)	
Accounts & Notes Receivable (Describe in Section 6)		Unpaid Income Tax (Describe in Section 8)	
Life Insurance--Cash Surrender Value Only (Describe in Section 10)		Other debts (Describe in section 9)	
Stock and Bonds (Describe in Section 4)			
Real Estate (Describe in Section 5)			
Automobile--Present Value			
Other Personal Property (Describe in Section 6)			
Other Assets (Describe in Section 7)			
<b>Total Assets</b>	<b>\$</b>	<b>Total Liabilities</b>	<b>\$</b>
		<b>Liabilities – Assets = Net Worth</b>	<b>\$</b>
<b>Source of Income</b>		<b>Contingent Liabilities</b>	
<b>Salary/ Retirement</b>		<b>Endorser or Co- Maker</b>	
<b>Investment Income</b>		<b>Legal Claims &amp; Judgement</b>	
<b>Real Estate Income</b>		<b>Provision for Federal Income Tax</b>	
<b>Other Income</b>		<b>Other Special Debt</b>	

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





Name and Address of Note Holder	Original Balance	Current Balance	Payment	Terms remaining	Collateral (if any) & type of ownership

**Section 3. Accounts and Bills Due (use separate sheet in necessary)**

Name and Address of Note Holder	Original Balance	Current Balance	Payment	Terms remaining	Collateral (if any) & type of ownership

**Section 4. Stocks and Bonds (use separate sheet in necessary)**

Name of Securities	Number of Shares	In the name of	Are these pledged?	Market value

**Section 5 Real Estate**

Mortgagor	Purchase Date	Original Cost	Present value	Mortgage Balance	Monthly payment

**Section 6. Other Personal Property. (Describe, and if any is mortgaged, state name and address of mortgage holder and amount of mortgage, terms of payment, and if delinquent, describe delinquency.)**


**Section 7. Other Assets, Notes & Accounts Receivable (Describe)**


**Section 8. Unpaid Taxes (Describe in detail, as to type, to whom payable, when due, amount, and what, if any, property the tax lien attaches)**


**Section 9. Other Debts (Describe)**

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**Section 10. Life Insurance Held (Give face amount of policies--name of company and beneficiaries)**

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<b>Section 11.</b>	<b>Cash in Banks</b>	<b>Account #</b>	<b>Type of ownership</b>	<b>Amount of deposit</b>
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TBBBIC/Lender is authorized to make all inquiries deemed necessary to verify the accuracy of the statements made herein and to determine my/our creditworthiness. 'I' or (We) certify the above and the statements contained in the schedules herein are a true and accurate statement of (my) or (our) 'financial condition as of the date stated herein. This statement is given for the purpose of: Check one of the following)

Inducing TBBBIC to grant a loan as requested in the application, to the firm whose name appears herein.

Furnishing a statement of (my) or (our) financial Condition, pursuant to the terms of the guaranty executed by (me) or (us) at the same time TBBBIC granted a loan to the firm, whose name appears herein.

<p>_____ Signature</p> <p>_____ Social Security Number</p> <p>_____ Date of Birth</p> <p>_____ Date Signed</p>	<p>_____ Signature</p> <p>_____ Social Security Number</p> <p>_____ Date of Birth</p> <p>_____ Date Signed</p>
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