



Palm Beach County

Business Loan Application





Business Loan Application
Palm Beach County, Florida

Application Instructions

1. The Palm Beach County Business Loan Application Package consists of the following:
 - a. Application
 - Loan Request Form
 - History of Business
 - Schedule of Business Debt
 - Credit Check Authorization
 - Application Acknowledgement
 - b. Application Required Documents and Attachments
 - Business Tax Returns: Prior 3 Years
 - Personal Tax Returns: Prior 2 Years
 - Management Resume
 - Other items as indicated on the Documents Checklist
 - c. Application Fee: Payable to Board of County Commissioners of Palm Beach County in the amount indicated on the Documents Checklist
2. Send one electronic copy of the Application Package to your designated Loan Officer.
3. If there is insufficient space on the Loan Request Form, please provide additional information as an Application Attachment.
4. For any questions regarding the Application Package, please contact:

Meri Weymer

Business & Economic Development Manager
Palm Beach County
Department of Housing & Economic Sustainability
561-233-3600
MWeymer@pbcgov.org

For Internal Use:

Loan Program: HUD Section 108 Loan CDBG Micro Loan SBA
USDA IRP Loan EPA Brownfields Loan Energy Loan

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Loan Request Form

1. **Business Name:**

2. **Business Street Address:**

<input type="text"/>	City:	State:	Zip:
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3. **Name of Authorized Person Completing Application:**

4. **Primary Contact Name:**

5. **Primary Contact Number:**

Secondary Contact Number:

<input type="text"/>	<input type="text"/>
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6. **Primary Contact Mailing Address:**

<input type="text"/>	City:	State:	Zip:
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7. **Bank Name:**

8. **Bank Address:**

<input type="text"/>	City:	State:	Zip:
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9. **Contact Name at Bank:**

Phone Number:

<input type="text"/>	<input type="text"/>
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10. **Accountant's Name:**

Accountant's Phone Number:

<input type="text"/>	<input type="text"/>
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11. **Attorney's Name:**

Attorney's Phone Number:

<input type="text"/>	<input type="text"/>
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12. Ownership of Applicant Business: List all individuals with a 20% or more ownership interest in the Applicant Business.

Name	Title	% of Ownership	Annual Compensation

13. Demographics of Applicant Business: Provide aggregated ethnicity, race, and gender demographics for all individuals with a 20% or more ownership interest in the Applicant Business.

Ethnicity	Total Number of Individuals with 20% or more ownership interest in the Applicant Business
Hispanic or Latino	
Not Hispanic or Latino	
Race	Total Number of Individuals with 20% or more ownership interest in the Applicant Business
American Indian/Alaskan Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	
Other	
Gender	Total Number of Individuals with 20% or more ownership interest in the Applicant Business
Female	
Male	

14. Business Concerns: List all business concerns of any individual with 20% or more ownership interest in the Applicant Business.

Name of Owner	Name of Company	% of Ownership

15. Project Description:

16. How will this loan benefit the Applicant Business:

17. How many jobs will the Applicant Business create within 5 years of the completion of the project:

18. List the type of jobs and/or job titles to be created:

19. Estimated project cost:

Item	Amount
Land Acquisition	\$
New Building Construction	\$
Acquisition of Existing Building	\$
Building Renovation	\$
Acquisition of Machinery and Equipment	\$
Working Capital	\$
Refinancing of Existing Debt	\$
Soft Costs	\$
Capitalized Interest	\$
Total	\$

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History of Business

1. **Business Description:**

2. **Date Business was Established:**

3. **Type of Corporation (Please check):**

S Corp: <input type="checkbox"/>	C Corp: <input type="checkbox"/>	LLC: <input type="checkbox"/>	Sole Proprietorship: <input type="checkbox"/>
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4. **Types of Products and/or Services:**

5. **Customer Profile:**

6. **List Key Customers by Percentage of Sales:**

7. List Major Competitors:

8. List Major Accomplishments:



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Schedule of Business Debt

Date of Debt	Original Amount	Monthly Payment	Interest Rate	Current Balance	Maturity	To Whom Payable	Collateral Pledged	Purpose of Debt	Status of Account (Current or Late)

1. Have you or any co-applicant ever defaulted or foreclosed on a bank loan? Yes ___No
 a. If Yes, please provide the year and the property address:
 Year: Address:

2. Have you, any co-applicant, or guarantor(s) ever declared bankruptcy? ___Yes ___No

3. Are there any state or federal tax liens filed against the business applicant, any co-applicant, or guarantor(s)? ___Yes ___No
 If Yes, please explain below.



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Credit Check Authorization
Application Release & Consent Form

The undersigned hereby authorizes the release, without liability, information regarding the applicant's employment, income and/or assets to the Palm Beach County Department of Housing & Economic Sustainability for the purpose of obtaining a credit report and verifying information provided as part of a Business Loan Application.

It is understood previous and current information regarding the applicant(s) may be needed. Verification and inquiries may be requested, but are not limited to the following:

- Personal Identity
- Employment
- Income
- Credit Bureaus
- Assets
- Past and Present Mortgages
- Medical Allowances
- Child Care Allowances

This authorization will only be used to obtain information about the applicant(s) pertinent to eligibility for a Business Loan.

Information may be solicited from, but not limited to:

- Past and Present Employers
- Previous Landlord(s) (including Public Housing Agencies)
- State Unemployment Agencies
- Social Security Administration
- Internal Revenue Service
- Institutions of Learning (e.g., University, public/private/vocation schools, and daycare)
- Retirement Systems
- Veterans Administration
- Welfare Agencies
- Banks
- Financial Institutions

The applicant(s) and any co-applicant(s) understand a photocopy of this authorization may be used for the purposes stated above. The original authorization is on file and will stay in effect for one year and one month from the date signed. The applicant(s) and any co-applicant(s) have the right to review this file and correct any information proven to be incorrect.

1. _____
Applicant Name
_____ Applicant Signature
_____ Applicant Date of Birth
_____ Applicant Social Security Number

Applicant Primary Residential Address

2. _____
Applicant Name
_____ Applicant Signature
_____ Applicant Date of Birth
_____ Applicant Social Security Number

Applicant Primary Residential Address



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Application Acknowledgement

By initialing and signing this form, the following is acknowledged:

- _____: Review and consideration of this Business Loan Application Package is subject to various federal, County, and/or private financial loan programs and underwriting guidelines.
- _____: The Business Loan Application Package will be shared with Palm Beach County Business Loan Program consultant.
- _____: The Business Loan Application Package may be shared by Palm Beach County with the U.S. Department of Housing and Urban Development, Small Business Administration Certified Development Companies, other Federal agencies, and/or private financial institutions.
- _____: Agreement to submit all fees and costs payable to the Palm Beach County Department of Housing and Economic Sustainability and the County Attorney's Office prior to and post-closing.
- _____: By my signature below, I hereby authorize Palm Beach County, the Business Loan Program staff, credit agencies, and private financial institutions to perform research and obtain a copy of my credit reports and share the same information with the business partners who are affiliated with the Business Loan Program.

Authorized Company Officer Signature

Title

Print Name

Date



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Application Required Documents & Attachments

In addition to this Business Loan Application, please provide the following items as an attachment:

1. Business Tax Returns: Prior 3 Years
2. Personal Tax Returns: Prior 2 Years
3. Management Resume
4. Other items as indicated on the Documents Checklist
5. Application Fee payable to the Board of County Commissioners of Palm Beach County in the amount indicated on the Documents Checklist