



### CITY OF PORTLAND - LOAN APPLICATION

Submitted to the Downtown Portland Corporation, c/o Economic Development Division,  
City of Portland, 389 Congress Street, Portland, ME 04101 – (207) 874-8683

Business or Individual Name(s): \_\_\_\_\_  
Trade Name(s): \_\_\_\_\_  
Principal Place of Business (Address) – Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_

#### Business Structure

<input type="checkbox"/>	Corporation	<input type="checkbox"/>	Limited Partnership
<input type="checkbox"/>	Proprietorship	<input type="checkbox"/>	Limited Liability Co.
<input type="checkbox"/>	General Partnership	<input type="checkbox"/>	Other

Date Established: \_\_\_\_\_ Taxpayer ID# \_\_\_\_\_  
Nature of Business: \_\_\_\_\_  
Bank Name: \_\_\_\_\_ Loan Officer Name: \_\_\_\_\_  
Loan Officer Telephone Number: \_\_\_\_\_  
Name of Accountant: \_\_\_\_\_ Name of Attorney: \_\_\_\_\_

**Amount of Loan Requested:** \$ \_\_\_\_\_ **Term:** \_\_\_\_\_

Sources of Loan Proceeds (\$)	Uses of Loan Proceeds (\$)
City of Portland/DPC: _____	Land & Bldg: _____ Mach. & Equip.: _____
Bank: _____	Renovations: _____ Permanent Working _____
Applicant: _____	Architectural and _____ Capital: _____
Other: _____	Engineering: _____ <b>TOTAL:</b> _____
<b>TOTAL:</b> _____	

#### Description of Business (include products and/or services, competition, industry conditions):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Schedule of Collateral

	Land and Bldg.	Mach. & Equip.	Furniture & Fixtures	Accounts Receivable	Inventory	Personal Residence	Other
Purchase Price							
Date Purchased							
Present Market Value							
Present Loan Balance							

**Financial Summary**

Does your business owner owe any outstanding property taxes, fees, or liens to the City of Portland? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is business or business owner involved in any pending lawsuits? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has business or business owner ever been involved in bankruptcy or insolvency proceedings? \_\_\_\_\_  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please state reason(s) why this project is not feasible without City of Portland/DPC loan participation:  
\_\_\_\_\_  
\_\_\_\_\_

**Business Trade References**

Name	Address	Telephone	Credit Extended (\$)

**Supporting Documentation Checklist**

The following items must accompany the completed application, unless otherwise noted:

1. Brief history of the company and owners/managers (include business plan and resumes(s) if possible).
2. Letter(s) of commitment for bank/private financing.
3. Copy of lease (building owners include copies of all tenant leases).
4. Three (3) years of historical financial statements or tax returns.
5. Current (within 90 days) financial statements.
6. Projected financial statements (at least one [1] year).
7. Existing debt schedule (include creditor names, amount, terms)
8. Personal financial statement(s) (owners/guarantors).
9. Environmental questionnaire (property owners only).

**Certification, Credit Authorization, and Confidentiality of Records**

To the best of my knowledge, the above information is accurate, and I (we) understand that any false or misleading information I (we) provide may lead to my (our) disqualification from this program. I (we) authorize the City of Portland and/or Downtown Portland Corporation to make whatever credit inquiries it deems necessary to verify the accuracy of the information provided in connection with the review of this credit application.

I (we) hereby request that information provided by me (us) and developed by the City of Portland and/or the Downtown Portland Corporation, or its staff or agents, with respect to this application for financial assistance be designated confidential and not open for public inspection, pursuant to 5 M.R.S.A. Section 13119 et sq.

Certain records of the City of Portland and/or the Downtown Portland Corporation are designated CONFIDENTIAL AND WILL NOT BE MADE AVAILABLE FOR PUBLIC INSPECTION. This includes the disclosure of tax or financial information; our assessment of creditworthiness or financial condition; records obtained by the City of Portland and/or the Downtown Portland Corporation in connection with the monitoring or servicing of an existing project; proprietary information; and, information regarding the financial status of the application.

Dated: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_  
Title, Company Name (if appropriate) \_\_\_\_\_

Dated: \_\_\_\_\_

Signature of Co-Applicant: \_\_\_\_\_  
Title, Company Name (if appropriate) \_\_\_\_\_