



# Economic Recovery Loan Program

## BUSINESS/BORROWER INFORMATION

Business/Borrower Name		
Mailing Address		City/State/Zip
		County
Phone Number	Fax Number	E-mail Address

## LOAN INFORMATION

Amount Requested	Term Requested
Number of Jobs Created	Number of Jobs Retained
Public Benefit	

## GUARANTOR INFORMATION

Guarantor Name			
Federal Tax ID Number		NAICS Number	Date Established
			State
Mailing Address		City/State/Zip	County
Phone Number	Fax Number	E-mail Address	
Contact Person Name		Title	
Phone Number	Fax Number	E-mail Address	

<b>Business Type</b>	<input type="checkbox"/> Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> S-Corp	<input type="checkbox"/> C-Corp
	<input type="checkbox"/> LLC	<input type="checkbox"/> LLP	<input type="checkbox"/> Other (describe)	
<b>Are there underground tanks on the property?</b>	<input type="checkbox"/> No	If yes, please describe.		
	<input type="checkbox"/> Yes			
<b>Is there any legal action currently pending or threatened against the applicant(s) or guarantor(s)?</b>	<input type="checkbox"/> No	If yes, please explain.		
	<input type="checkbox"/> Yes			



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**Business Principals: List all Partners or Stockholders and their ownership percentage\*.**  
 (Attach additional sheets if necessary.)

Name & Title	Address	Phone Number	Ownership Percentage
			%
			%
			%

*\*Individuals owning 20% or more of the business must provide unlimited personal guarantees.*

**Business Indebtedness: Include major leases. Use an asterisk (\*) to identify debts to be paid with loan proceeds.**  
 (Attach additional sheets if necessary.)

Payable To	Original Amount	Original Date	Present Balance	Interest Rate	Maturity Date	Monthly Payment	How Secured

**Proposed Collateral: (Attach additional sheets if necessary.)**

Type	Description	Market Value	Basis for Valuation	Existing Lien holder	Outstanding Balance

**SIGNATURE and CERTIFICATION**

By signing below, I represent that I am the individual authorized to complete this application on behalf of the above borrower. I also certify that the information provided and submitted in connection with the application is true and accurate and fairly presents the business and financial status of the applicant. I authorize FAME to conduct appropriate business or personal credit checks.

\_\_\_\_\_  
 Borrower/Authorized Representative Signature and Title

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Guarantor Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Guarantor Signature

\_\_\_\_\_  
 Date



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## FAME DISCLOSURE & CONFIDENTIALITY STATEMENT

Certain information in the Finance Authority of Maine's (FAME's) possession must be available for public inspection after an application for financial assistance is received. This information includes the names of applicants, including principals; the amounts, types and general terms of financial assistance; description of projects and businesses benefiting from the assistance; the number of jobs and the amount of tax revenues projected in connection with a project; and the names of the financial institutions participating with the Authority.

Certain records at FAME are designated confidential and will not be available to the public for inspection. This includes the disclosure of records which would constitute an invasion of an individual's privacy, such as: personal tax returns, financial statements, assessments of creditworthiness or financial condition, records obtained by FAME in connection with any monitoring or servicing on an existing project, or any records or information the release of which FAME had determined could cause a business or competitive detriment to the person to whom the information belongs or pertains.

If an applicant desires certain information remain confidential, the applicant must clearly identify what information or documents it wishes to remain confidential. The applicant must also explain, in writing, the basis for such a request. Where the applicant asserts that the basis for the confidentiality request is that release of the information could cause a business or competitive disadvantage, or loss of a competitive advantage, the applicant must provide FAME with sufficient information to independently determine the likelihood of such a detriment. Applicants may wish to consult their attorney or FAME's legal counsel as to the scope of public disclosure and confidentiality as it relates to FAME and the business seeking assistance.

FAME does not discriminate in the administration of any of its programs or in its employment practices on the basis of race, color, national origin, age, gender, religion, physical or mental disability, political affiliation, marital status or sexual orientation. FAME is an equal opportunity employer, provider and lender.

## SIGNATURE and CERTIFICATION

By signing below, I certify that I have read and understand the Finance Authority of Maine's (FAME's) Disclosure and Confidentiality Statement.

\_\_\_\_\_  
Borrower/Authorized Representative Signature and Title

\_\_\_\_\_  
Date



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## APPLICATION CHECKLIST

A completed loan application package must include the following:

- Economic Recovery Loan Program (ERLP) Application
- Detailed description of project being financed
- Detail of the sources and uses of all financing, include itemized description of work and costs
- Federal Income Tax Return for the previous three years for Business/Borrower, also for Guarantors with 20 percent or more ownership
- Accountant prepared financial statements, including income statement and balance sheet with notes
- Copies of signed commitment letter from other financing sources as applicable
- Personal Financial Statement
- Employment Plan, if your business employs ten or more
- Environmental Questionnaire

Supplemental information such as collateral appraisals, marketing plans, resumes, site assessments, and aging of accounts receivable/payable maybe requested by the Authority. If these materials are readily available, please include them with your application package.

A complete program description, including terms and conditions, is available online at [www.famemaine.com/business](http://www.famemaine.com/business).