



# Intermediary Relending Program

## APPLICANT INFORMATION

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	

## BUSINESS INFORMATION

Business Name				
Federal Tax ID Number	Federal DUNS	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 <input type="checkbox"/> Yes	If yes, please describe.		
<b>Is there any legal action currently pending or threatened against the applicant(s) or guarantor(s)?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, please explain.		



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Borrower Name
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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

## APPLICANT 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.

\_\_\_\_\_  
Applicant Signature and Title

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



# Intermediary Relending Program

**Borrower Name**

## BUSINESS DISCLOSURE

The community that this business is located has a population of less than 25,000.	<input type="checkbox"/> Yes <input type="checkbox"/> No
This is to certify that the Borrower is unable to finance proposal as structured through other sources and that there has been determined a need for this financing package.	<input type="checkbox"/> Yes <input type="checkbox"/> No
This is to certify that the undersigned maintains no relationship with any other intermediary.	<input type="checkbox"/> Yes <input type="checkbox"/> No
This business has a minimum U.S. Ownership of 51% and the following is the list of owners for this business showing the percent of ownership and U.S. status.	

Owner	Ownership Percentage	U.S. Citizen
	%	<input type="checkbox"/> Yes <input type="checkbox"/> No
	%	<input type="checkbox"/> Yes <input type="checkbox"/> No
	%	<input type="checkbox"/> Yes <input type="checkbox"/> No
	%	<input type="checkbox"/> Yes <input type="checkbox"/> No

\_\_\_\_\_

Applicant Signature and Title \_\_\_\_\_  
Date

## FOR FAME USE ONLY:

This is to certify that the business has been reviewed and that the Borrower is eligible, that the loan is for an eligible purpose and the loans complies with all applicable statutes and regulations as the following checklist notates:

Eligibility	Uses
<input type="checkbox"/> Private Organization	<input type="checkbox"/> Establishment of New Business
<input type="checkbox"/> Public Organization	<input type="checkbox"/> Expansion of Existing Business
<input type="checkbox"/> Individuals	<input type="checkbox"/> Creation of Employment Opportunities
	<input type="checkbox"/> Saving of Existing Jobs
	<input type="checkbox"/> Community Development Projects

\_\_\_\_\_

FAME Signature and Title \_\_\_\_\_  
Date



# Intermediary Relending Program

**Borrower Name**

## DEBT COLLECTION CERTIFICATION

Pursuant to the Debt Collection Improvement Act of 1996, the undersigned applicant hereby certifies to the following:

*Neither the applicant or any stockholder or partner owning 20% or more in the applicant are delinquent on any Federal indebtedness.*

By signing below, I certify that I have read and understand the Debt Collection Certification.

\_\_\_\_\_  
Applicant Signature and Title

\_\_\_\_\_  
Date

## RACIAL & ETHNIC DISCLOSURE

The following information is requested by the Federal Government for certain types of loans, in order to monitor the lender's compliance with equal credit opportunity. You are not required to furnish this information, but are encouraged to do so. The law requires that a lender may neither discriminate on the basis of this information nor on whether you choose to furnish it. However, if you choose not to furnish it, under Federal regulations, this lender is required to note race/ethnicity on the basis of visual observation or surname. If you do not wish to furnish the above information, please check the box below.

<input type="checkbox"/> I do not wish to furnish this information.	
<input type="checkbox"/> Male	<input type="checkbox"/> Female
<input type="checkbox"/> White	<input type="checkbox"/> Black/African American
<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Native Hawaiian/Other Pacific Islander



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Borrower Name

## 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.

## APPLICANT 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.

Applicant Signature and Title

Date

## APPLICATION CHECKLIST

A completed loan application package must include the following:

- Intermediary Relending Program (IRP) Application
- Detailed description of project being financed
- Detail of the sources and uses of all financing, include itemized description of work and costs
- Business' Federal Income Tax Return for the previous three years
- Accountant prepared financial statements, including income statement and balance sheet with notes
- Most recent copy of Federal Income Tax Return for all owners/guarantors with 20 percent or more ownership
- Copies of signed commitment letter from other financing sources as applicable
- A projected monthly cash flow statement for one year with explanation of underlying assumptions
- Current business debt service schedule listing of all debts and creditors (monthly payments, interest rates, terms)
- Completed schedule of mortgages and security interests (collateral securing outstanding debts)
- Personal Financial Statement
- Certification Regarding Debarment (USDA Form AD-1048)
- Request for Environmental Information (USDA Form RD 1940-20)

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).