

## Supporting Information and Documentation Checklist

*All relevant information must be received by staff before loan review will start.  
Please (X) if attached or (N/A) if not applicable:*

- 1) \_\_\_\_\_ Financing Application
- 2) \_\_\_\_\_ Company History including date established and number of years located in Kennebunk
- 3) \_\_\_\_\_ Personal Financial Statement: *no more than 90 days prior to application*
- 4) \_\_\_\_\_ Historical Financial Statement: *(2019) Business tax return or Schedule C from Personal Return*
- 5) \_\_\_\_\_ Uses of Financing
- 6) \_\_\_\_\_ Supporting Non-financial information as necessary: *Town License / estimates / quotations / receipts / contracts / orders / invoices / sales agreements or documentation from architects, engineers, contractors, suppliers or others involved in the construction or renovation*
- 7) \_\_\_\_\_ Business Association Filing: *Certificate or evidence of authority to transact business*
- 8) \_\_\_\_\_ Number of Employees of business (not to exceed 10 FTE's)
- 9) \_\_\_\_\_ Narrative of how Covid 19 has impacted the business
- 10) \_\_\_\_\_ Signed Borrowing Resolution

## Financing Application

Please answer all questions thoroughly and completely to the best of your ability. Missing information will only delay the processing of your application. Only when a completed application and all materials referred to on the checklist are received will loan processing begin.

### I. Project Applicant:

\_\_\_\_\_ Date of Application

#### A.

\_\_\_\_\_ Applicant's Name

\_\_\_\_\_ Phone Number

\_\_\_\_\_ Social Security Number

\_\_\_\_\_ Name of Business

\_\_\_\_\_ Phone Number

\_\_\_\_\_ Address

\_\_\_\_\_ Taxpayer ID Number

\_\_\_\_\_ Kennebunk, Maine 04043

\_\_\_\_\_ City, State, Zip Code

\_\_\_\_\_ Project/Business Location

\_\_\_\_\_ Contact Person

\_\_\_\_\_ Amount Requested

\_\_\_\_\_ Years in Business

#### B. Business Organization:

S Corporation \_\_\_\_\_ C Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_

If Incorporated, list Date and State of Incorporation: \_\_\_\_\_

1) Is the applicant a subsidiary or direct or indirect affiliate of any other organization? If YES, please explain: YES: \_\_\_\_\_ NO: \_\_\_\_\_

2) Brief Description of Business and History:

**C. Ownership / Management:**

1) Summary of Owners

Name:	Address:	Phone #	Ownership %
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**II. Project Representatives:**

	Contact Name:	Phone Number:
Regular Bank: _____	_____	_____
Legal Representative: _____	_____	_____
Accountant: _____	_____	_____

**III. Disclosure Information:**

- A. Has any individual above or your company received any government assistance (i.e., direct loans, guaranteed loans, grants) from Federal State or Local sources (SBA, FmHA, EDA, CDBG, HUD, FAME, AVCOG, CEI, EMDC, etc.), including but not limited to any loans which were guaranteed by these sources? This includes any assistance which you personally guaranteed or in which you had any ownership in the borrower.  
YES: \_\_\_\_\_ NO: \_\_\_\_\_
  
- B. Has any individual or company associated with any individual above, been involved with bankruptcy proceedings, insolvency, bank "work-out" forced or friendly liquidation and the disposition of those activities?  
YES: \_\_\_\_\_ NO: \_\_\_\_\_ *If YES, please explain, listing parties involved:*
  
- C. Has the company or any stockholder with 20% or greater investment in the company been convicted of any crime or had any judgment filed against them, currently or pending? YES: \_\_\_\_\_ NO: \_\_\_\_\_  
*If YES, please explain, giving details regarding results, judgments or penalties:*
  
- D.. Does the company or any individual above have delinquent tax authority obligations (over 6 months past due) (IRS, State Sales, Real Estate, Property, etc.) or liens or judgments that were the result of any of these or previous tax authority obligations? YES: \_\_\_\_\_ NO: \_\_\_\_\_ *If YES, please explain:*

**IV. Project Summary**

**A.** Explain the purpose of this loan including a brief narrative description of how you are adapting your business based on CDC guidelines to respond to Covid 19

1) Has any construction, rehabilitation or renovation activity occurred to date which is included in the total project cost? YES: \_\_\_\_\_ NO: \_\_\_\_\_ *If YES, please state the extent and cost of the activity undertaken and what percent it represents of the total work to be done:*

**B.** Kennebunk Business Regulation Compliance

1) The business is in compliance with all local governmental regulations?  
YES: \_\_\_\_\_ NO: \_\_\_\_\_ *If NO, please explain:*

**V. Uses of Financing:**

**B.** Use of Proceeds:

	Description:	Amount:
Working Capital:	_____	_____
Equipment Acquisition:	_____	_____
Repairs/Renovations:	_____	_____
Equipment Installation:	_____	_____
Other Construction Costs	_____	_____
Leasehold Improvements	_____	_____
Professional Fees:	_____	_____
Other (Specify):	_____	_____
Total:	_____	_____

**VII. Corporate Resolution:**

I certify that the present officers of said corporation duly elected or appointed are hereby authorized on behalf of this corporation to borrow such money, obtain such credit or receive Letters of credit from any and all lending agencies, to execute and deliver any and all

instruments necessary or desired by the lending agency to effect the same, as security for any such borrowing or credit, to mortgage, pledge, assign, grant a security interest in, convey or transfer by way of pledge or otherwise any and all rights or property, tangible or intangible, of this corporation, and to execute any and all writings necessary or desired by the lending agency to effect the same or incidental thereto in the name of the Corporation.

Date

Signature of Secretary / Clerk

**VIII. Confidentiality of Records:**

I (we) request that information provided by me (us) and developed by the lending agency, or its staff or agents, with respect to this application for financial assistance be designated Confidential and not open for public inspection. This includes the disclosure of tax or financial information or financial condition; records obtained by the lending agency in connection with the monitoring or servicing of an existing project; proprietary information; and information regarding investors, current and potential.

To the best of my (our) knowledge, the above information is accurate, true and correct. 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 lending agency and others on its' behalf to gather, collect and verify any and all information about me (us) furnished in connection with this application or which it believes is advisable and which relates to this application and loan. The information that may be verified, I (we) will be obligated by the promissory note I (we) will sign with the lending agency will me (us).

This application remains the lending agency's property, whether or not this application is approved.

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

\_\_\_\_\_  
Co-Applicant's Signature

\_\_\_\_\_  
Applicant's Name / Title

\_\_\_\_\_  
Co-Applicant's Name / Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date