



**MICRO-ENTERPRISE LOAN PROGRAM  
INTAKE APPLICATION**

**GENERAL INFORMATION**

Controlling Business Owner's: Last Name First Middle Initial

Are there any other owners? YES { } NO { }

If Yes, Please list: \_\_\_\_\_

Physical Address: \_\_\_\_\_, ZIP: \_\_\_\_\_

Mailing Address (if different than Physical Address) \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mail Address: \_\_\_\_\_

Duns and Bradstreet Number: \_\_\_\_\_

What is the legal structure of the business (LLC, not registered, etc.): \_\_\_\_\_

Are there less than 5 employees, including the owner, at the time of this application: YES { } NO { }

**Race/Ethnicity (Circle one)**

Black/African American | White | Asian | American Indian/Alaskan Native | Native Hawaiian/Other Pacific Islander

Has the company attempted to get a permit or business license and the business was unable to due to insurance requirements? YES { } NO { }

Will the requested assistance allow the business to become eligible to bid on City projects? YES { } NO { }

Is the company requesting assistance with? Bonding \_\_\_\_\_ Insurance \_\_\_\_\_ or Both \_\_\_\_\_

Is the owner of the business considered Low to Moderate Income using HUD guidelines or will the business create at least one Low to Moderate Income job within 12 months if assistance is given? YES { } NO { }

Does your company have a City of Mobile Business License? YES { } NO { }

If so, what is the number? \_\_\_\_\_

**ELIGIBILITY REQUIREMENTS**

- 1) Applicant **MUST** be listed as owner in public records or provide documentation at time of application that they are authorized to enter into loan agreements.
- 2) Business **MUST** be attempting to provide services or do work in the Corporate City Limits of Mobile, AL.
- 3) Applicant **MUST Provide Estimated Insurance Total** (Copy of insurance estimate from third party).
- 4) The City of Mobile makes no assurance that assistance will be provided to any given business regardless of eligibility. Factors such as available funding and number of applicants will determine selection.

- 5) Applicant, by signature below, releases the City of Mobile to use photographic and/or video images related to the business and/or work performed by the business. These images may be used in electronic or print media or in any form as deemed necessary.
  
- 6) Applicant acknowledges that further documentation may be required per HUD guidelines for underwriting and eligibility purposes and that not providing this documentation could affect any potential eligibility.

**PLEASE PROVIDE THE FOLLOWING COMPANY BACKGROUND INFORMATION**

- 1) A brief narrative describing the company’s history.
- 2) A description of the company’s current operations including products, markets, etc.
- 3) A list of trade references, primary customer listing, and banking relationships.
- 4) A description of the company’s current operating facilities – both owned and leased.
- 5) A summary of the company’s current full and part-time employment.

**CERTIFICATION**

*By Signature Below, the Undersigned Applicant Hereby Certifies The Following:*

- All information provided in connection with this application is true and correct and I understand that any fraudulent or otherwise intentional misrepresentation may result in criminal and/or civil liability including fines, imprisonment and/or repayment of funds.
- I have read the eligibility requirements listed above. I understand them to my satisfaction and I agree to abide by those requirements as they apply to this application.
- I understand that this application is only active for the length of time that funding may be available. If I am not notified that my application was selected prior to the next annual funding availability, I will need to reapply during the next yearly cycle.
- **I Understand that Unless I Submit Documentation With This Application that satisfies the eligibility requirements, as stated above, My Application WILL NOT Be Reviewed for Consideration.**

Signature(s) of Applicants(s)

Date

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