



ECONOMIC OPPORTUNITIES FUND

To Whom It May Concern:

Thank you for requesting a loan application. Please complete, sign, and return the application. Also include your business plan, two years personal and business (if available) tax returns, and two references (personal and business).

Once the entire package has been received and reviewed, you will be contacted to schedule an appointment to discuss your lending needs.

If you have any questions regarding the application package, please call me at (215) 564-5500.

Thank you,
Sincerely,

Loan Fund Manager



Women's Opportunity Resource Center Economic Opportunity Fund LOAN APPLICATION

Section I. Personal Information				Today's Date:	
First Name:		Middle Initial:	Last Name:		<input type="checkbox"/> Mr. <input type="checkbox"/> Miss
				<input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	
Date of Birth	Social Security #:		Primary Phone: ()		Alternate Phone: ()
		<input type="checkbox"/> H <input type="checkbox"/> W <input type="checkbox"/> C		<input type="checkbox"/> H <input type="checkbox"/> W <input type="checkbox"/> C	
Street Address:			City:		State:
					Zip Code:
How long at this address? ____ Years ____ Months		Do you: <input type="checkbox"/> Own your home <input type="checkbox"/> Rent <input type="checkbox"/> Rent a Room		Do you have a bank account?	
		<input type="checkbox"/> Other, specify:		<input type="checkbox"/> Yes <input type="checkbox"/> Checking	
				<input type="checkbox"/> No <input type="checkbox"/> Savings	
Citizen Status: <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Refugee/Asylee			Gender: <input type="checkbox"/> Female		Name of Bank:
Date of arrival in US/Asylum Granted: _____			<input type="checkbox"/> Male		
Driver's License #: _____			Email: _____		
How did you hear about WORC?		Have you ever had a loan with us before?		Have you ever participated in any of our trainings?	

Section II. Socio-Economic Information			
<p>Women's Opportunities Resource Center (WORC) is a nonprofit organization, which means that without grant funding from foundations, corporations and the government, we wouldn't be able to help small business owners like you. We much provide reports to these funders with statistics about the people we serve. Please take a moment to provide the following socioeconomic information. All information you provide is considered private.</p>			
Years of Education:	Number in household, including yourself:		Marital Status (check one): <input type="checkbox"/> Unmarried <input type="checkbox"/> Married
			<input type="checkbox"/> Separated
Head of household: <input type="checkbox"/> Yes <input type="checkbox"/> No	U.S. Veteran: <input type="checkbox"/> Yes <input type="checkbox"/> No	Ethnic Background: <input type="checkbox"/> Asian <input type="checkbox"/> African Heritage <input type="checkbox"/> Pacific Islander	
		<input type="checkbox"/> Latino/a <input type="checkbox"/> White <input type="checkbox"/> Other, specify:	
How many full-time employees do you have?		How many part-time employees do you have?	
How many full-time jobs do you plan on creating?		How many part-time jobs do you plan on creating?	

Section III. Employment Information			
Employers Name:		Address:	
City:	State:	Zip Code:	Phone:
Email:		Website:	
How Long have you worked for this employer?	Will you continue working for this employer after you start your business? If no, please explain?		

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Section IV. Business Information

Name of Business:		Business Location—do you operate your business from your <input type="checkbox"/> Home <input type="checkbox"/> Storefront <input type="checkbox"/> Office building <input type="checkbox"/> Other, specify:		
Business Address (if different from home):		City:	State:	Zip Code:
How long at this location? ____ Years ____ Months	Do you own your current business location or rent?		Business Email:	
Business Website:		Do you have a business bank account? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is it a checking account or savings, or both?
Ownership—what percentage of business do you own?		Is your business seasonal?		Is your business a start-up?
Average Monthly Sales \$	Highest Monthly Sales \$	Lowest Monthly Sales \$		How many years of experience do you have doing the type of work of your business?
Where do you get raw materials/supplies for your business?		How do you pay for raw materials/supplies for the business? Credit, Cash, Other?		

Please provide a detailed description of your business. Tell us who is involved with your business (a partner, family, friends), how business is going, what services or products you provide, and what makes your business different from the competition. If your business is a **start-up**, please provide information about your plans for starting your business and a timeline of when you plan to launch.

Name _____

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Section V. Loan Information		
Loan Amount Requested: \$	Requested Term (in months):	Requested Monthly Payment: \$
<i>Please provide a detailed and realistic break down of how the loan will be used, and how these items will help your business.</i>		
Dollar Amount	Purpose of funds	
\$		
\$		
\$		
\$		
\$		
<i>What is the minimum loan amount you can work with and how will those funds be used?</i>		
Dollar Amount	Purpose of loan (please break down loan amount by specific costs—describe how funds will be used)	
\$		

IV. Financial Information			
Business Assets: List Materials, Inventory, Machinery, Accounts Receivable, Furniture, Fixtures, Vehicles, etc. For Startups, include cash available to invest in your business.			
Item:	Value:	Own Free & Clear? Y/N	
	\$		
	\$		
	\$		
	\$		
Business Liabilities: List all business debts, including accounts payable to owed suppliers, vehicle debt, loans with other lenders, etc.			
Item Financed	Monthly Payment Amt	Owed To	Remaining Balance
	\$		\$
	\$		\$
	\$		\$
	\$		\$

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Collateral: Our underwriters requires all loans be secure with assets owned free and clear of liens. Acceptable assets include: Business Assets, Vehicles (personal and business), commercial real estate, homestead real estate, rental property.

Type of Collateral (vehicle, business asset, real estate, etc.)	*Detailed Description (Year, make, model of vehicle, address of property, etc.)	Resale Value	Own Free and Clear? Y/N
		\$	
		\$	
		\$	

Personal/Family Financial Information (Monthly)

Monthly Personal Income:		Monthly Personal Expenses:	
a. Take home from business (If in business for more than 6 months)	\$	a. Food and Clothing	\$
b. Spouse's Income (Monthly)	\$	b. Utilities	\$
		c. Home Rent/Mortgage	\$
c. Applicant Employment Income (Monthly)	\$	d. Education and Childcare	\$
		e. Insurance, Gasoline, Misc	\$
d. Any other monthly income (including child support, unemployment, disability, etc.)	\$	f. Vehicle and other Loan Payments	\$
		g. Credit Card Payments	\$
		h. Healthcare Expenses	\$
		i. Child Support/Alimony	\$

Business Financial Information (Monthly)

Monthly Business Income:		Monthly Business Expenses:	
Average Monthly Gross Sales	\$	Circle if your monthly business financials are Actual (for existing business), or Projected (not yet in business, or in business less than 6 months)?	
Any other Monthly income	\$	Actual or Projected	
		a. Cost of Goods, Raw Materials, Merchandise	\$
		b. Rent	\$
		c. Utilities	\$
		d. Insurance, Gasoline, Misc.	\$
		e. Salaries/Labor	\$
		f. Credit Card Payments	\$
		g. Vehicle and Other Loan Payments	\$

VI. Co-Borrower Information

Will there be a co-borrower? Y/N	If yes, Co-borrower Name:	Social Security Number:	
		Date of Birth:	
Relationship to co-borrower? (family/friend/biz partner)	Phone:	Email:	
Address:	City:	State:	Zip Code

Name _____

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VII. Loan References/Emergency Contact			
Reference 1: First Name		Last Name	
Address:	City:	State:	Zip:
Phone Number:	Email Address:	Relationship to borrower (family, business, friend, etc.):	
Emergency Contact: First Name		Last Name	
Address:	City:	State:	Zip:
Phone Number:	Email Address:	Relationship to borrower (family, business, friend, etc.):	

I have been informed of and understand the information contained on this form. I certify that all of the above information is true and complete. I agree that any information I have supplied is subject to verification, I agree to pay non-refundable application fee. I understand that my completion of this loan application in no way guarantees financing through WORC nor is it any assurance of business success.

I authorize Economic Opportunities Fund at WORC to obtain a preliminary credit report in connection with determining qualifications for possible future loan application (and/or credit counseling). This is a no obligation service to determine for which loan program it might be suitable to apply based upon preliminary information regarding current credit profile as well as any other lending criteria (i.e. income/cash-flow, employment history, assets and/or collateral, character, etc.)

I understand that in determining available loan programs, it may be necessary to disclose this information to secondary investors (i.e. other lending institutions) with whom Economic Opportunities Fund at WORC has correspondent relationships. I further understand that no credit decision can be made until a formal loan application has been made by paying necessary fees and such a loan request has been processed (packaged) by verifying and analyzing accompanying information supplied with said loan request.

Signature of Applicant

Date

Print Name

Signature of Business Partner/Co-Borrower

Date

Print Name

Has anyone helped you complete this form? No Yes, Name, Relationship/Affiliation: _____