



Program Application

Please print legibly.

Date: ____ / ____ / ____

I – Business Information

Business Name: _____

Business Address: _____

City: _____

Zip: _____

Business Phone #: _____

Cell Phone #: _____

Email: _____

Website: _____

Pre-Business (not open yet) ___ Start-up (open less than 1 year) ___ Existing (open more than 1 year) ___

If Start-up or Existing, when did the business start operating / open? ____ / ____ (month/year)

If Pre-Business, when will the business open? ____ / ____ (month/year)

Do you have a business checking account? (Yes or No) ___ If yes, name of bank _____

Legal Structure: (check one) Sole Proprietorship LLC Corporation Partnership
Other N/A

Federal Tax ID# (EIN): _____

City Tax ID # _____

Description of existing/proposed business: _____

Do you have employees (Yes or No): _____ If yes, how many: _____

Do you plan on hiring additional employees (Yes or No): _____ If yes, how many: _____

II - Ownership Information

Complete this section on each person who has any ownership in the business. Use additional sheets as necessary.

Name: _____ Social Security #: _____/_____/_____
Home Street Address: _____ City: _____
County: _____ Zip: _____ Own: _____ Rent: _____
Home Phone #: _____ Work Phone #: _____
Mobile Phone # _____ Email Address: _____
Position: _____ Percentage of ownership: _____

Name: _____ Social Security #: _____/_____/_____
Home Street Address: _____ City: _____
County: _____ Zip: _____ Own: _____ Rent: _____
Home Phone #: _____ Work Phone #: _____
Mobile Phone # _____ Email Address: _____
Position: _____ Percentage of ownership: _____

Name: _____ Social Security #: _____/_____/_____
Home Street Address: _____ City: _____
County: _____ Zip: _____ Own: _____ Rent: _____
Home Phone #: _____ Work Phone #: _____
Mobile Phone # _____ Email Address: _____
Position: _____ Percentage of ownership: _____

III - Loan Request

Use of Loan Funds - Please provide further detail in business plan

Use	Amount	Description
Building rent/renovation		
Machinery & Equipment		
Inventory		
Supplies		
Marketing/Advertising		
Working Capital		
Miscellaneous		
Loan Fees		
Other: _____		
Total		

Source of Loan Funds *(must be at least 5% of total project costs)*

Source	Amount	Term	Interest Rate	Annual Payment
INVEST PGH of Pittsburgh	\$		2.0%	\$
	\$			\$
	\$			\$
Owner(s) Equity Amount*	\$		N/A	\$
Total	\$			\$

IV - Applicant Questionnaire

Pages 4-7 need to be completed for any applicant that owns 20% or more of the business

	Yes	No	n/a
1. How did you learn of the program? <i>(please write in below)</i>			
2. Are you presently employed? Name of employer:			
3. If yes, will you remain employed outside your business?			
4. Have you had previous business development training? If yes, when and through which program?			
5. Do you have formal training/experience in the field? If yes, please explain:			
6. Have you previously received a loan from the INVEST PGH? If yes, amount: \$_____			
7. Are you a Minority and Women Business Enterprises (MWBE) business entity? If yes, please explain:			
8. Does your business have any outstanding loans? If yes, list loan balance and from what financial institution:			
9. Are you current on all business and personal taxes?			

<p>10. Have you or any officers of your company ever filed bankruptcy?</p> <p>If yes, please explain:</p> <p>Has the bankruptcy been discharged? Yes <input type="checkbox"/> No <input type="checkbox"/> Date:</p>			
<p>11. Have any personal or business bank accounts had checks returned for Non-Sufficient Funds (NSF) in the last 3 months?</p>			
<p>12. Do you owe any outstanding child support?</p>			
<p>13. Are you authorized to live/work in the United States?</p> <p>If yes, check which status applies: Citizen <input type="checkbox"/> Legal Permanent Resident <input type="checkbox"/> Other <input type="checkbox"/></p>			
<p>14. Have you been convicted of a felony related to fraud or embezzlement within the last ten years? *</p> <p>If yes, please explain:</p> <p>* If you have questions concerning the information requested here, please contact your assigned Loan Officer or the Center for Innovation and Entrepreneurship at 412-255-6647</p>			
<p>15. Are you or your business involved in any pending lawsuits?</p> <p>If yes, please explain:</p>			

PLEASE CHECK AND COMPLETE APPROPRIATE BOX

- That I am an employee of the:
 _____ City of Pittsburgh _____ Department
 _____ INVEST PGH of Pittsburgh
- That I am related to (Employee's name) _____, an employee of the:
 _____ City of Pittsburgh _____ Department
 _____ INVEST PGH of Pittsburgh
- My relationship to the employee: _____ Spouse, _____ Father, _____ Mother, _____ Daughter,
 _____ Son, _____ Other, _____ (Specify relationship)
- That I am not related to an employee of the City or INVEST PGH of Pittsburgh, nor am I an employee of the City or INVEST PGH.

V – Personal Financial Statement

Name: _____ Date: _____ Social Security #: ____/____/____

Personal Financial Statement

Monthly Income (after-taxes from all sources)	
<i>Only list income that will remain in place once the business has been started.</i>	
Source #1 (employer name or source):	
Source #2 (employer name or source):	
Total Monthly Household Income	
Monthly Expenses	
Rent/Mortgage	
Utilities	
Insurance (home and auto)	
Auto Loan Payments	
Credit Card Payments	
Student Loan Payments	
Other Bank Loan Payments	
Other (please specify):	
Total Monthly Expenses	
Net Monthly Personal Cash Flow (Income minus Expenses)	

Personal Balance Sheet

Assets	
Please estimate the value of what you own.	
Cash in Banks (please provide bank name(s)):	
Real Estate (primary residence)	
Automobiles (Year Make & Model):	
Retirement Accounts	
Other Assets (please list):	
Total Assets	
Liabilities	
Please estimate the total amount that you owe.	
Total Mortgage Balance	
Total Auto Loan Balance	
Total Credit Card Balance	
Total Student Loan Balance	
Other Liabilities (please specify):	
Other Liabilities (please specify):	
Total Liabilities	
Net Worth (Assets minus Liabilities)	

Each of the applicant must initial the following statements to indicate that they understand and agree to the following conditions:

_____ I authorize INVEST PGH to gather, obtain and review all consumer and business information (including, but not limited to, regular and investigative reports, credit reports, financial statements and other documents submitted by Applicant(s) in connection with this application), that is relevant to the approval of this requested loan and relevant to the continued borrowing relationship of the undersigned.

_____ I acknowledge that this completed and signed application is only an application for credit. This application, even if favorably received, does not constitute a commitment on the part of INVEST PGH to extend credit.

_____ I represent and warrant that I have no knowledge of any fact that does or with the passage of time could materially adversely affect the credit worthiness of my application for purposes of obtaining and repaying this loan.

_____ I agree to notify INVEST PGH immediately in writing if any of the information contained in this application becomes inaccurate or misleading in any respect.

_____ I agree to hold harmless the INVEST PGH and its associated parties (including, but not limited to, the loan committee and business advisors) against claims, and waive any claims now existing or arising in the future, for rights, damages, losses, liability, costs or expenses against the INVEST PGH related to this application.

_____ I waive any claim to the application fee paid to INVEST PGH and to any other funds held by the INVEST PGH, or in any other capacity.

_____ I understand that if I receive loan from the INVEST PGH as a result of this application, I will be required to cooperate in good faith with the INVEST PGH staff and business advisors.

_____ I am current on all taxes with the City of Pittsburgh, School District, and Allegheny County

_____ I am not in default of any obligations owned to the INVEST PGH, the City of Pittsburgh, or Allegheny County.

_____ I understand that by submitting this application and fee the INVEST PGH is under no obligation to approve the loan.

_____ I represent and warrant that the enclosed Personal Financial Statement is true and complete.

I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS ENTIRE APPLICATION AS COMPLETED, AND THAT EACH RESPONSE IS TRUE AND COMPLETE.

Applicant:

Signature

Date