



DIRECT LOAN PROGRAM
PRE-LOAN QUESTIONNAIRE

DATE:

CONTACT INFORMATION

Entrepreneur Name:	
Business Name:	
Business/Home/Cell Phone Number(s):	
Email Address:	
Business Address:	
Days & Hours of Operation:	
Type of Business (brief description):	

LOAN REQUEST

Amount Requested:						
Loan Purpose:	Inventory purchases	Paying off bills	Launching new product or service	Marketing and promotion	Working Capital	Other: (explain below)
Describe how the money will be spent:						

BUSINESS INFORMATION

Where is the business located? (circle one):	Home	Retail location	Street Vending	Other: _____	
How long has the business been in existence?					
Is the business registered and incorporated? If so, in what form? (circle one):	Sole Proprietorship	LLC	C Corp	S Corp	Other: _____
How many employees are there? How are they compensated?					
What were the average sales revenues of the business over the last 12 months?					
What were the average profits of the business over the last 12 months?					
What are the average monthly expenses of the business?					
Are there fluctuations in revenues or expenses due to seasonality of the business? (e.g. more sales during holidays)					
Who is the target customer for the business?					
Approximately how many steady customers does the business have?					
Are there any large customers that make up a large portion (50% or more) of the total business revenues?					

Who are the main competitors of the business?	
Do you have a separate bank account(s) for the business? Where?	
Do you have up-to-date income and expense ledgers?	
How much money have you already invested in the business?	
Have you received any financing for the business, or have any current outstanding debt for the business?	

PERSONAL INFORMATION

Provide your home address. How long have you lived there?	
Do you take a salary/ owner's draw from the business? (money you take from the business for personal expenses)	
What are your personal monthly expenses?	
What kind of experience do you bring to the business?	
When we check your credit history, will we find that you have had any payment problems?	