

**CITY OF PORTAGE**  
**COVID -19 BUSINESS RELIEF LOAN PROGRAM APPLICATION**

Application No. \_\_\_\_\_

1. Business Owner Information :

- a. Business Name \_\_\_\_\_
- b. Owner Name \_\_\_\_\_
- c. Tax I.D (FEIN#) \_\_\_\_\_
- d. Owner Address \_\_\_\_\_
- e. Phone Number/Email \_\_\_\_\_

2. Property Owner Information:

- a. Property Address \_\_\_\_\_
- b. Owner Name \_\_\_\_\_
- c. Phone Number/Email \_\_\_\_\_

2. Briefly describe any negative financial impact your business has experienced as a result of the COVID-19 pandemic \_\_\_\_\_

\_\_\_\_\_

3. Brief Description of what loan proceeds will be used for \_\_\_\_\_

\_\_\_\_\_

(Attach additional pages if necessary)

- 4. Description or Type of Business \_\_\_\_\_
- 5. Number of FTE on March 12, 2020 \_\_\_\_\_ Number of PTE on March 12, 2020 \_\_\_\_\_
- 6. Number of Employees Furloughed/Laid Off after March 12, 2020 FTE \_\_\_\_\_ PTE \_\_\_\_\_
- 7. Number of Employees Today: FTE \_\_\_\_\_ PTE \_\_\_\_\_
- 8. Number of Employees Estimated in the next 6-12 months: FTE \_\_\_\_\_ PTE \_\_\_\_\_
- 9. Year Business Started: \_\_\_\_\_ - \_\_\_\_\_
- 10. Loan Amount requested: \$ \_\_\_\_\_ (Maximum \$2,000)

**The undersigned applicant affirms that:**

I/We are the Business Owner(s) and the information submitted is accurate to the best of my/our knowledge.

I understand and agree to comply with the Portage COVID-19 Business Relief Loan Program Guidelines.

Signature of Business Applicant(s)/Business Owner(s)

\_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_

**Internal Review Section-Do Not Complete.**

Community Development Authority Review:

Loan Application Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Date Loan Approved: \_\_\_\_\_

Reason for denial, if applicable: \_\_\_\_\_  
\_\_\_\_\_

City Obligations CK (intl): \_\_\_\_\_ Personal Guarantee: \_\_\_\_\_ UCC Filing: \_\_\_\_\_

0 Percent Interest Rate; Number of Months \_\_\_\_\_ Monthly Payment Due: \_\_\_\_\_

First Payment Due: \_\_\_\_\_ Automatic Payment Setup: \_\_\_\_\_

Loan Paid in Full: \_\_\_\_\_ Within Terms: \_\_\_\_\_