



# SHENANDOAH COUNTY DISASTER IMPACT LOAN PROGRAM

## Loan Application

*Shenandoah County Tourism & Economic Development  
600 North Main Street, Suite 101  
Woodstock, Virginia 22664  
jfrench@shenandoahcountyva.us  
(540) 459-1822*

We understand the unprecedented hard times businesses are facing right now. To that end, The Shenandoah County Industrial Development Authority has created an emergency loan fund to aid small businesses that are being affected. The details of the Shenandoah County Disaster Impact Loan Program (SCDILP) are:

- Maximum loan amount of \$5,000
- Interest free loan (0%)
- Three-year term
- No payments for 90 days after the loan funds are disbursed to the business
- Business must have been established and operational in Shenandoah County or one of its incorporated towns for at least the previous 6 months
- Not available to businesses that receive a SBA Disaster Loan and or similar loan or grant as available funds are limited.
- Eligible uses of funds: payroll, utilities, inventory, rent

Unfortunately, as the Shenandoah County Disaster Impact Loan Program has a limited amount of funding, not all loan requests may be approved.

Please email your completed loan application and supporting documents to Jenna French at [jfrench@shenandoahcountyva.us](mailto:jfrench@shenandoahcountyva.us). You may also drop the loan application off in person using one of the temporary drop off boxes at the Shenandoah County Government Center located at 600 North Main Street in Woodstock.

The loan application is comprised of two sections, the Business Section, which requests information specific to the business, and the Owner Section, which should be completed by each owner. (*An "owner" is considered any individual obtaining at least 20% ownership in the business.*)



## Business Section

### Business Description

Business Name:

Business Address:

Business Email:

Business Contact:

Name:

Phone:

How long has the business been located in Shenandoah County?

Organization Type (circle one): Sole Proprietorship Partnership LLC S Corp. C Corp

EIN Number:

DUNS Number:

Current Number of Full-Time Employees:

Current Number of Part-Time Employees:

Current Annual Sales/Business Revenue:

Describe your business:

Describe your products/services:

Describe your target market: (*Who are your customers? Where are they located?*)



How has your business been affected by the impact of COVID-19?

Has your business applied for an SBA Disaster Loan?

Please include a breakdown of typical monthly expenses (payroll, inventory, rent, utilities, etc):

Other information you would like SCDILP to know about your business:

## **Loan Request Information**

Loan Amount Requested:

How will you use the loan proceeds?



## **Collateral To Be Provided For Loan**

Collateral is preferred, but not required as part of the loan application.

Describe existing assets that may be available for collateral:

## **Owner Section**

### **Contact Information**

Name:

Social Security Number:

Home Address:

Email:

Telephone Number:

Home:

Mobile:

Office:

Spouse Name:

Spouses Social Security Number:

### **Consumer Credit Report**

Please submit your most recent credit report.

*Shenandoah County Economic Development requires loan applicants to obtain, review, and submit a free copy of their credit report at the time of the loan application. Free reports are available for download at [www.annualcreditreport.com](http://www.annualcreditreport.com).*



## Income and Demographic Verification

Name:

Home Address:

Please circle choices that apply to you:

- |   |   |
|---|---|
| Male  | American Indian/Alaska Native                             |
| Female                                      | Asian   |
| Senior Citizen (over 62 years of age)       | Native Hawaiian or Pacific Islander                       |
| Single parent (at least one child under 19) | American Indian/Alaska Native and White                   |
| Person with disability                      | Asian and White   |
| Veteran                                     | Black or African American and White                       |
| Non-US Citizen                              | Am. Indian or Alaska native and Black or African American |
| Hispanic/Latino                             | Other (more than one race)                                |
| Black or African American                   |   |
| White or Caucasian                          |   |

In the chart below, first find the line for your household size and then circle whether your income in the previous 12 months is above or below the income amount listed on that line. Total household income is defined as income of all household members over the age of 17 received from all sources, such as wages, salaries, interest income, investment income, social security, public assistance, or other sources.

<b>Persons in Household, Including Yourself</b>	<b>Income Level</b>		
1 _____	\$33,050	Above	Below
2 _____	\$37,800	Above	Below
3 _____	\$42,500	Above	Below
4 _____	\$47,200	Above	Below
5 _____	\$51,000	Above	Below
6 _____	\$54,800	Above	Below
7 _____	\$58,550	Above	Below
8+ _____	\$62,350	Above	Below



## Certification Statement

I certify that the information above is correct to the best of my knowledge. I authorize Shenandoah County Industrial Development Authority to make inquiries as necessary to verify the accuracy of the statements made by me and to determine my creditworthiness. I have read and understand the fees outlined above. I agree to indemnify and hold harmless Shenandoah County Industrial Development Authority, its officers, directors, employees, agents and volunteers from any and all claims, loss or other liability arising from or related to the services that Shenandoah County Industrial Development Authority provides before, during, and after the loan review process. I agree to pay the required sums and I agree to be bound by the loan agreement, if my application is accepted.

***Notice:** Shenandoah County Industrial Development Authority is dedicated to maintaining the confidentiality of all private client information including proprietary business data, business plans, and tax ID numbers. As an organization receiving financial support from state and federal agencies, we may be required to document and share client information with public and non-profits agencies as a condition of program funding. Such information will be treated as confidential by all parties and shared only to the extent required for program compliance and not for further distribution.*

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Owner Signature

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Date



## Documentation Check List

In addition to this application, please submit the following as part of your loan application:

### **With Every Application:**

- Copy of your Town Business License (if located within town limits)
- IRS form W-9 for the business/corporation
- Copy of business federal tax returns (*2 Years*)
- Income statement and balance sheet (most recent)
- Copy of any bankruptcy discharge order during the past 7 years (*if applicable*)
- Recent copy of personal credit report
- Copy of driver's license or other form of ID

**If your loan is approved, additional documents may be required before closing.**