



Business Loan Guidelines

- Loan applicants must be businesses located in Northeast Ohio that are unable to obtain the money from a conventional lender or other sources
- The maximum loan amount is \$10,000
- Each owner of the company having a 20% or more interest, shall guaranty the loan
- Additional collateral may be requested at the discretion of the loan committee/board (Cost associated with filing a security interest in favor of HFLA is borne by the Borrower)
- The following materials must be provided in order for an application to be considered complete:

Completed Application forms	
Complete Business Plan (if reviewed by SBDC, letter re same)	
Financial Statements—Balance Sheet; Projections (3 years); YTD Income statement; AP/AR Aging; Most recent (2 months) Bank Statements	
Sources and Uses Statement	
Resumes of all Business Owners (owning 20% or more)	
Articles of Incorporation/Organization; Code of Regulations (By-laws)/Operating Agreement	
Most recent tax return	
Lease Agreement/Deed for real estate/business location	
Proof of Insurance for Business	
Information regarding other debt (including UCCs; liens)—may require lien/judgment search; subordination agreement	

- After a complete application is received an interview will be scheduled for the applicant with the loan committee.
- There are no prepayment penalties or fees. All repayments commence in the month following the initial loan disbursement. The repayment schedule for Business Loans is as follows:
 - Loans up to **\$4,000** must be repaid within **12-15 months**
 - Loans up to **\$8,000** must be repaid within **24 months**
 - Loans up to **\$10,000** must be repaid within **36 months**

If you have any questions or would like additional information, please contact the HFLA office at 216-378-9042 or email team@interestfree.org