

**Fruitland Economic Development Commission
Fruitland, Maryland**

**REVOLVING LOAN PROGRAM
CHECKLIST**

1. Pick up application from City Manager Rick Pollitt, Fruitland City Hall, 401 East Main Street, Fruitland, or call 410-548-2809. The mailing address is P.O. Box F, Fruitland, MD 21826. (Forms may also be obtained on the City's web site at *ci.fruitland.md.us*)
2. Fill out the application and complete the required attachments including a Start-Up Business Plan with Three-Year Performance Statements and copies of the last two years' tax returns.
3. Application should be returned to Mr. Pollitt.
4. Mr. Pollitt refers the application to two persons of the Bankers' Review Committee.
5. The Bankers' Review Committee meets to review the application for completeness and makes judgment as to credit worthiness and if the application is incomplete the Bankers' Review Committee will request the additional information and make a recommendation. The Committee also has the right to request any additional information needed.
6. Additional information submitted.
7. Final Bankers' recommendation made based on additional documentation.
8. The Fruitland Economic Development Commission meets to act on the loan application.
9. Applicant is notified of decision of the Fruitland Economic Development Commission.
10. Settlement is held.