

COVID-19 Relief Loan Fund

City of Roanoke – Economic Development Authority – Total Action for Progress

Loan Eligibility & Documentation Required

- Funds are to be used for Roanoke City based employees, rent, lease, or utilities of Roanoke City location
- Business primary location must be located within City of Roanoke (owner may reside elsewhere) and:
 - a. Be at least two (2) years old
 - b. Have less than 25 full-time employees
 - c. Hold current Roanoke City Business License and be current on all fees/permits/taxes as of February 29, 2020
- Applicant must own at least 50% of business and provide personal guarantee of repayment
- Business must submit past eight (8) weeks of payroll expenses, two (2) years of financial statements and tax returns, and two (2) years of personal tax returns

Loan Application

- Business: _____
- Address: _____
- Telephone: (____) _____ Tax ID: _____
- Individual Name(s): _____
- Address: _____
- Telephone: (____) _____ Soc. Security: _____ DOB: __/__/____
- Proprietorship _____ Partnership _____ Sub-Chapter S _____
Corporation _____ Non-Profit _____ Individual _____ LLC _____

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- Ownership Distribution: (List stockholders, partners, owner names) Note: Attach separate sheet if additional space needed.

- Name _____ Title _____

of Years _____ % _____ SS# _____

- Name _____ Title _____

of Years _____ % _____ SS# _____

- Name _____ Title _____

of Years _____ % _____ SS# _____

- Nature of Business: _____ Year Established: _____ Number of Employees: _____

Loan Amount Request

- Amount of loan requested (up to \$3,000): _____

- Years at present location: _____

- Specific loan purpose: Check all that apply

d. Working capital

e. Rent

f. Salaries

g. Utilities

h. Other: _____

Submit application and all documentation to :

- **Curtis Thompson: CurtisThompson@tapintohope.org**
- **Sean Adkins : sean.adkins@roanokeva.gov**