



## BUSINESS LOAN APPLICATION

### SECTION I: APPLICANT INFORMATION

DATE: \_\_\_\_\_

First Name:			
Last Name:			
Mailing Address:			
Physical Address:			
City:		State & Zip Code:	
Primary Phone:		Cell Phone:	
E-Mail Address:			
Is the applicant a US Citizen or a legal resident of the United States?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please list all other partners or owners with more than a 20% share in the company:

First Name:			
Last Name:			
Mailing Address:			
Physical Address:			
City:		State & Zip Code:	
Primary Phone:		Cell Phone:	
E-Mail Address:			

1. Are there additional partners with more than a 20% share?  Yes  No, if yes, please list names and attach their contact information to the application.

2. Have any of the persons listed above ever been charged with, or convicted of any criminal offenses, other than a minor motor vehicle violation?

Yes  No

If yes, please explain:

3. Has the applicant or any person listed above been in receivership or filed for bankruptcy?

Yes  No

If yes, please explain:

4. Has the applicant or any person listed above had any credit problems in the last 5 years?  
 Yes  No

If yes, please explain:

**SECTION II: BUSINESS INFORMATION**

Name of Business:			
Type of business:	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> S Corp. <input type="checkbox"/> C Corp <input type="checkbox"/> LLC/LLP		
Mailing Address:			
Physical Address:			
City:		State & Zip Code:	
Federal Employer Identification Number (EIN):			
DUNS # (see last page for information):		Status:	<input type="checkbox"/> Start-Up <input type="checkbox"/> Existing
Number of Full Time Employees:		Number of Part Time Employees:	

For corporations, please list corporate officers, titles, and who will be signing loan documents:

Name	Officer Title	Signing Authority

Please provide a brief description of your business and the proposed project. If this is a start-up, you will be required to provide a business plan. If you need help with your business plan, please contact us by phone or email to discuss.

**SECTION III: LOAN REQUEST SUMMARY**

Loan Amount Requested:	\$
Proposed Use of Funds: Real Estate Furniture Fixtures Equipment Inventory Advertising & Promotion Operating Capital Hiring employees Construction or Renovation Leaseholder Improvements Infrastructure	
<b>TOTAL:</b>	<b>\$</b>

1. What is the total project cost? \$ \_\_\_\_\_
2. Will you be investing your own funds?  Yes  No  
 If yes, how much? \_\_\_\_\_
3. Are you requesting funds from other lenders on this project?  Yes  No  
 If yes, please list:

Type (Bank, private, other)	Name of Lender	Amount	Term (years)	Interest Rate (APR)
		\$		%
		\$		%
		\$		%
<b>TOTAL:</b>		<b>\$</b>		

**SECTION IV: COLLATERAL & SECURITY**

1. Do you have collateral available to secure the loan requested?  Yes  No

If yes, please fill out the table below. We may require documentation prior to loan approval. For real property, a preliminary title report will be requested from a local title company. We will also run a UCC file search prior to loan approval for equipment and business assets.

Description of Collateral (include make/model, etc.)	Current Value	Year & Purchase Cost	Amount owed
<b>Total Current Value</b>		<b>Total Owed:</b>	

**SECTION V: JOB CREATION & RETENTION**

EDFC is a mission-based business lender. The majority of our funds come from government sources that provide funding with the goal of creating or retaining jobs. Please estimate the projected number of full and part-time jobs you plan to create with this loan.

Proposed new Full Time jobs:		Proposed new Part Time:	
Proposed retained Full Time Jobs		Proposed retained Part Time jobs:	

If this loan will result in jobs created please fill out the following:

Position/Title (include owner/operator if start-up)	Hourly Wage	Hours/Week

If your goal is to retain jobs, please provide a brief description of how these funds will help the business retain jobs.

The following information is requested by the Federal Government for certain types of loans in order to monitor the lender's compliance with equal credit opportunity, fair housing and home mortgage disclosure laws. You are not required to furnish this information, but are encouraged to do so. The law provides that a lender may not discriminate either on the basis of this information, or on whether you choose to furnish it. If you furnish the information, please provide both ethnicity and race. For race, you may check more than one designation. If you do not furnish ethnicity, race, or sex, under Federal regulations, this lender is required to note the information on the basis of visual observation and surname if you have made this application in person. If you do not wish to furnish the information, please check the box below. (Lender must review the above material to assure that the disclosures satisfy all requirements to which the lender is subject under applicable state law for the particular type of loan applied for.)

BORROWER  I do not wish to furnish this information CO-BORROWER  I do not wish to furnish this information

Borrower:

Ethnicity:  Hispanic or Latino  Not Hispanic or Latino

Race:  American Indian or Alaska Native  Native Hawaiian or Other Pacific Islander  Asian  
 Black or African American  White

Sex:  Male  Female

CO-Borrower:

Ethnicity:  Hispanic or Latino  Not Hispanic or Latino

Race:  American Indian or Alaska Native  Native Hawaiian or Other Pacific Islander  
 Asian  Black or African American

Sex:  Male  Female

**SECTION VI: ATTACHMENTS**

The following is a checklist of all required documents. These documents are a required part of the loan application, and the loan application is not complete until these documents are submitted. If you have questions or concerns about the documents, please contact us to discuss. EDFC may request additional documents as needed to complete the underwriting process.

<b>Documents Required for Start-Up Businesses</b>	<b>Documents Required for Existing Businesses</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Resume of key personnel (see <b>Attachment A</b> for example)</li> <li><input type="checkbox"/> Current personal/household monthly budget form (<b>Attachment C-2</b>)</li> <li><input type="checkbox"/> Personal financial statements for all principals, please use <b>Attachment C</b>.</li> <li><input type="checkbox"/> Authorization and Release for Credit Report for all principals with a 20% or more stake in the business. <b>Please use Attachment E</b></li> <li><input type="checkbox"/> Three years of personal tax returns for everyone with more than a 20% stake in the business</li> <li><input type="checkbox"/> Income and expense projections, monthly for the first year, annual for three years. Please use Form <b>Attachment D</b>.</li> <li><input type="checkbox"/> Business Plan</li> <li><input type="checkbox"/> Copy of business license and all required permits and licenses necessary to operate or a written explanation of the licenses needed and when they will be obtained</li> <li><input type="checkbox"/> Complete copy of all corporate filings, partnership agreements, LLC documentation, etc.</li> <li><input type="checkbox"/> List of all start-up expenses with estimates from contractors and suppliers, purchase agreements when applicable</li> <li><input type="checkbox"/> List of available collateral</li> <li><input type="checkbox"/> 6 months of all personal bank statements (please redact account numbers)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Resume of key personnel (see <b>Attachment A</b> for example)</li> <li><input type="checkbox"/> Schedule of business debt (Please use <b>Attachment B</b>)</li> <li><input type="checkbox"/> Personal financial statements for all principals, please use <b>Attachment C</b>.</li> <li><input type="checkbox"/> Authorization and Release for Credit Report for all principals with a 20% or more stake in the business. <b>Please use Attachment E</b></li> <li><input type="checkbox"/> Three years of personal tax returns for everyone with more than a 20% stake in the business</li> <li><input type="checkbox"/> Business tax returns 3 years (or as many as available if less than 3 years old) for existing businesses</li> <li><input type="checkbox"/> Business financial statements for the applicant’s 3 most recent fiscal years</li> <li><input type="checkbox"/> Income and expense projections (monthly for the first year) annual for following 2 years. Please use <b>Attachment D</b>.</li> <li><input type="checkbox"/> A current financial statement</li> <li><input type="checkbox"/> Report of current aging of accounts receivable and accounts payable</li> <li><input type="checkbox"/> Copy of business license and all required permits and licenses</li> <li><input type="checkbox"/> Complete copy of all corporate filings, partnership agreements, LLC documentation, etc.</li> <li><input type="checkbox"/> List of proposed loan uses with estimates from contractors and suppliers, purchase agreements, etc.</li> <li><input type="checkbox"/> List of available collateral</li> </ul>

APPLICANT'S CERTIFICATION/AUTHORIZATION

I/We acknowledge that there is a \$150.00 non-refundable application fee due at the time this application is submitted, and that there is a closing fee of 2.5% of the total loan amount. Some applicants may be required to pay an additional 4% fee for CalCAP loan loss reserve.

I/We certify that all information in this application and all information furnished in support of this application are true and complete to the best of my/our knowledge and belief.

I/We authorize the lending agency to verify all information furnished in connection with the loan application. The information that may be verified includes, but is not limited to, the following: employment, pensions, mortgages, deposits, and any other income; personal or business loans; insurance; and further, to obtain a credit report and background check.

I/We also authorize the lending agency to disclose any financial information on income tax returns or on my personal or business financial statements, for the purpose of obtaining a loan on my behalf. I understand the information would be made available to loan committee members and other lenders that may be involved in the funding of my loan request.

I/We also acknowledge that this is an application for public funds and, therefore, the information provided may be reviewed by the EDFC Board of Directors and/or USDA Rural Development. A copy of the EDFC underwriting criteria and the credit memo is available to the applicant upon request.

I/We acknowledge the Economic Development and Financing Corporation (EDFC) does not and shall not discriminate on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or military status, in any of its activities or lending practices.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# AUTHORIZATION AND RELEASE FOR CREDIT REPORT AND BACK-GROUND CHECK

Dear Requestor:

Prior to a credit report request, you must understand the following:

- 1) Access to your credit & background file is limited to yourself and your agents acting on your behalf.
- 2) Your consent in writing is required before a report may be provided.
- 3) You are entitled to a copy of the credit/background report and a copy of the FTC's "Consumer Rights Notice".

Based on the above information, I hereby authorize **Economic Development and Financing Corporation (EDFC)** to obtain my credit report and background check for the purposes of **applying for a business loan.**

## PLEASE PRINT THE BELOW INFORMATION NEATLY

### Applicant

### Spouse/Partner

Name: \_\_\_\_\_  
(Full name including Jr., Sr., etc.)

Name: \_\_\_\_\_  
(Full name including Jr., Sr., etc.)

SSN#: \_\_\_\_\_

SSN#: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Previous Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

ATTACHMENT A: RESUME TEMPLATE

**NAME & CONTACT INFORMATION:**

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**EMPLOYMENT HISTORY (most recent first):**

Dates Employed - From: \_\_\_\_\_ To: \_\_\_\_\_  
Name of Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Position and Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Dates Employed - From: \_\_\_\_\_ To: \_\_\_\_\_  
Name of Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Position and Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

**EDUCATION:**

Dates Enrolled: From: \_\_\_\_\_ To: \_\_\_\_\_  
Name of School: \_\_\_\_\_  
Address: \_\_\_\_\_  
Degree Received: \_\_\_\_\_ Date Graduated: \_\_\_\_\_  
Dates Enrolled: From: \_\_\_\_\_ To: \_\_\_\_\_  
Name of School: \_\_\_\_\_  
Address: \_\_\_\_\_  
Degree Received: \_\_\_\_\_ Date Graduated: \_\_\_\_\_

**OTHER RELATED TRAINING OR EXPERIENCE:**

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References will be furnished upon request.



**ATTACHMENT B: BUSINESS INDEBTEDNESS:**

Furnish the following information on **all** business debts owed -- **vendors, credit cards, payroll taxes, income taxes, sales tax, contracts, notes, and mortgages.** (Current balances should agree with the latest balance sheet submitted.) Use reverse side or another sheet to list additional information.

<b>To Whom Payable</b>	<b>Original Amount</b>	<b>Original Date</b>	<b>Present Balance</b>	<b>Rate of Interest</b>	<b>Maturity Date</b>	<b>Monthly Payment</b>	<b>Security</b>	<b>Current = C Past Due = P</b>

**AFFIDAVIT OF CURRENT TAX STATUS**

I hereby certify that any and all of the applicable real property taxes, personal property taxes, Federal & State income taxes, Federal and State payroll withholding taxes, State Sales Tax, insurance premiums, and any other assessment or public charges are current.

\_\_\_\_\_  
Business Owner / Applicant

\_\_\_\_\_  
Date

# Net-Worth Calculation Worksheet

An important step in gaining financial control is to calculate your net worth (assets - debts). Every year, your net worth should be tabulated to review your progress and compare it with your financial goals. In addition, a net-worth statement is a valuable aid in planning your estate and establishing a record for loan and insurance purposes.

## Assets (What You Own)

### Cash:

Cash On Hand \_\_\_\_\_  
Checking Account \_\_\_\_\_  
Savings Accounts \_\_\_\_\_  
Money Market Funds \_\_\_\_\_  
Cash Value of Life Insurance \_\_\_\_\_  
Other \_\_\_\_\_

### Real Estate/Property:

Home \_\_\_\_\_  
Land \_\_\_\_\_  
Other \_\_\_\_\_

### Investments: (*Market Value*)

Certificates of Deposit \_\_\_\_\_  
Stocks \_\_\_\_\_  
Bonds \_\_\_\_\_  
Mutual Funds \_\_\_\_\_  
Annuities \_\_\_\_\_  
IRAs \_\_\_\_\_  
401(k),403(b), 457 Plans \_\_\_\_\_  
Pension Plan \_\_\_\_\_  
Other \_\_\_\_\_

### Personal Property: (*Present Value*)

Automobiles \_\_\_\_\_  
Recreational Vehicle/Boat \_\_\_\_\_  
Home Furnishings \_\_\_\_\_  
Appliances and Furniture \_\_\_\_\_  
Collections \_\_\_\_\_  
Jewelry and Furs \_\_\_\_\_  
Other \_\_\_\_\_

**Total Assets** \_\_\_\_\_

## Liabilities (What You Owe)

### Current Debts:

Household \_\_\_\_\_  
Medical \_\_\_\_\_  
Credit Cards \_\_\_\_\_  
Department Store Cards \_\_\_\_\_  
Back Taxes \_\_\_\_\_  
Legal \_\_\_\_\_  
Other \_\_\_\_\_

### Mortgages:

Home \_\_\_\_\_  
Land \_\_\_\_\_  
Other \_\_\_\_\_

### Loans:

Bank/Finance Company \_\_\_\_\_  
Bank/Finance Company \_\_\_\_\_  
Automobile \_\_\_\_\_  
Recreational Vehicle/Boat \_\_\_\_\_  
Education \_\_\_\_\_  
Life Insurance \_\_\_\_\_  
Personal (from family or friends) \_\_\_\_\_  
Other \_\_\_\_\_

**Total Liabilities** \_\_\_\_\_

**Total Assets Minus Total Liabilities = Net Worth** \_\_\_\_\_



## ATTACHMENT D INSTRUCTIONS

This is a worksheet designed to help determine monthly projected business income and expenses for a twelve month period. This will also help assess the feasibility of a project by determining if the projected income will cover the projected expenses, including owners draw and loan payments. This is just a worksheet, so fill it out in pencil. You will be making a lot of changes to it.

<b>MONTHS:</b>	Fill in the month you anticipate opening your business, or start with "Month #1".
<b>TOTAL SALES:</b>	All income from the sale of products or services for the month.
<b>COST OF GOODS SOLD:</b>	Direct cost of the products sold. (Example: for a restaurant, the cost of goods sold is the food; for a clothing store, the clothing; for the manufacturing of tables, the cost of the wood, metal, varnish.) Service businesses do not have a cost of goods sold.
<b>GROSS PROFIT:</b>	Subtract the <b>Cost of Goods Sold</b> from the <b>Total Sales</b> to determine the <b>Gross Profit</b> .
<b>OPERATING EXPENSES:</b>	Listed here are some examples of monthly expenses. You may have some additional or different expenses that are specific to your business, just write them in.
<b>TOTAL OPERATING EXPENSES:</b>	Add up all <b>Operating Expenses</b> for the month.
<b>NET PROFIT:</b>	Subtract the <b>Total Operating Expenses</b> from the <b>Gross Profit</b> .
<b>LOAN PAYMENT:</b>	This is the monthly payment of principal and interest based on the amount of the loan needed. This amount can be obtained from the Financial Consultant.
<b>MARGIN:</b>	Subtract the <b>Loan Payment</b> from the <b>net profit</b> . This is the projected amount left after all expenses have been paid. If this is a negative number, you will not be able to make your loan payment and you will not have profit from your business.
<b>OWNER'S DRAW:</b>	This is the money the business owner will draw from the business for personal living expenses. When there is another monthly source of income, owner's draw may not apply. If the business owner will be paying personal living expenses from the business sales, owners draw will need to be determined. There is no owners draw under a corporate legal structure; all wages should be shown in the wages and payroll line items.

Attachment D can be found in an excel format on the EDFC website at [www.edfc.org](http://www.edfc.org) under loan program. If you do not have access to a computer, you can fill it out by hand with the form below. If you have any difficulty with Attachment D, please contact us for assistance. This form is required for all loan applications, and the application is not complete until this is submitted.



## DUNS # Information

Obtaining a DUNS number is a requirement of our federal funding partners. A DUNS number is a unique nine-character number used to identify your business. The federal government uses the DUNS number to track how federal money is allocated. Obtaining a DUNS number is free. See instructions below on how to create a DUNS number. If you would like more information about a DUNS number, please call us.

### Instructions on How to Get a DUNS Number:

Please follow the below steps and read the attached document to assist you with your new D-U-N-S Number request:

1. Click or copy the following link to your browser <http://fedgov.dnb.com/webform>
2. Click on "Begin D-U-N-S Search / Request Process" at the top of the left hand tool bar
3. In the "Search" screen select "United States of America" (It will be at the top of the list) from the drop down list and click "Continue"
4. In the "iUpdate – Webform Page" click on "Continue to iUpdate" arrow at the bottom of the screen
5. In iUpdate, locate the center box titled "Find DUNS or Request new DUNS" and click on the "Start Now" button
6. Read the attachment "Step-by-Step Process for Customers" document. This will assist you in the process.
7. You must first make sure we do not already have your company on file. In the "Company Look-up" screen, please enter your Business Name, City and State and click the "Search" button.
  - A. Utilize the attached "Step-by-Step Process for Customers" document to assist you through the process
8. If you do not locate your company, click on the "Request a D-U-N-S Number" arrow at the bottom of the screen
9. You will now be in the New D-U-N-S Registration Process. Two **IMPORTANT NOTES**
  - A. This **PERSONAL** information is required at this step to validate your **PERSONAL** identity and eliminate fraudulent activity. **Do not** enter your **company address** as your registration will **fail**.
  - B. Please ensure you see the ReCaptcha box at the bottom of the screen (see below screen shot) If you do not have the ReCaptcha box, you will need to return to Step 8. When you get the box "Do you want to view only the webpage content that was delivered securely?" Click the "No" button.



10. Now complete the process.
11. Once you have completed the entire process, you will receive a confirmation email. It will take **24 to 48 hours to receive your D-U-N-S Number**, which you will receive via email for your records.