



## **Business Loan Application Information Requirements**

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Lewiston, Idaho 83501  
Phone: (208) 746-0015  
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*Requirements may vary by Project*

- \_\_\_ Completed Loan Application. (Form provided)
- \_\_\_ Personal Financial Statement for each owner with 20% interest in the business. (Form provided)
- \_\_\_ Resumes for each owner and key person.
- \_\_\_ Authorization to obtain Personal Credit History Report for each principal owner (Form provided)
- \_\_\_ Business plan - Minimum requirements include a description and history of the business and its management, an operations plan, a market description and marketing plan, and a detailed list of the planned use of loan proceeds with cost breakdowns.
- \_\_\_ Copies of pertinent documents, contracts, and agreements (i.e. lease agreements, purchase agreements, partnership agreements, Articles of Incorporation, organizational bylaws, etc.)
- \_\_\_ Financial information
  - Projected Cash flow by month for the first 24 months following loan closing.
  - Projected Balance Sheet, at start-up and at the end of each of the first two 12-month periods following start-up / loan closing.
  - Break Even Analysis.
  - Written assumptions and other information explaining the financial information and how it was calculated.
  - Existing Business must also provide:
    - Y-t-D Profit / Loss Statement (***dated within 30 days of the application***)
    - Current Balance Sheet with debt schedule (***dated within 30 days of the application***)
    - Profit / Loss Statement for the previous year if tax returns are not yet filed.
- \_\_\_ Tax returns for the most recent three years for:
  - The Applicant,
  - Each owner with 20% or greater interest in the applicant,
  - Each business entity in which the applicant has an ownership interest of 20% or more.

***Include both the Federal and State returns with all schedules, attachments and W-2's***
- \_\_\_ Applicants applying for the purchase an existing business should also provide the seller's most recent three year's tax return for the business, or in the case of a sole-proprietorship, copies of the seller's Schedule "C" and relevant schedules for the subject business.

**Each document submitted in connection with your application must bear an authorized and original signature certifying that the information is accurate and complete.**

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**See Reverse for Additional Information**

CEDA borrowers must, prior to final approval and loan closing, certify that the following are true and correct.

**(Forms will be provided.)**

- Funding for the project for which CEDA financing is requested is not otherwise available at rates and terms that reasonably assure project success.
- The Borrower is not delinquent upon any debt to the federal government.
- The Borrower and/or its principals have not been debarred from receiving federal assistance.
- The Borrower and its principals shall comply with the Civil Rights Act of 1964.
- The Borrower will employ at least 30% of its workforce from members of families with income below the federal poverty line. *(Applies to loans funded with USDA Intermediary Relending Program funds.)*
- Borrowers must have or obtain a DUNS number.

**Additional Information and /or Certifications may be Required**

The Federal Equal Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, gender, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act.

The Federal Agency that administers compliance with this law is the Federal Trade Commission, Equal Credit Opportunity, Washington, DC 20580.

Clearwater Economic Development Association, Inc. is an equal opportunity provider and an equal opportunity employer.

**Environmental assessments**

Applicants must assist CEDA staff with the completion of an environmental impact survey and take steps to mitigate any negative impacts of the project on the environment and/or nearby properties and populations. This process will take time if the project involves breaking ground for new construction, significant changes in the use of a particular facility, changes in zoning, etc. For most other projects, this process can be completed without adding time to the funding process.

**Timelines**

CEDA's Loan Review Committee meets once each month to consider applications. Complete proposals must be received far enough in advance to allow adequate time for processing prior to submission of the proposal to the Loan Review Committee. CEDA staff can provide current deadlines and estimated timetables.

Investors that have provided funding to capitalize the Small Business Development Loan Programs at CEDA include.

<u>Federal Investors</u>	<u>Local Investors</u>
<p><b>USDA Rural Development</b>                      Intermediary Relending Program                      Rural Business Enterprise Grant Program.                      Rural Microentrepreneur Assistance Program</p> <p style="text-align: center;">And</p> <p><b>US Dept of Commerce Economic Development Administration</b>                      Economic Development                      Adjustment Strategy Program</p>	<p><b>Zions Bank</b>  <b>Banner Bank</b>  <b>US Bank</b>  <b>Wells Fargo Bank</b>  <b>Valley Vision</b>  <b>CEDA Membership</b></p>



# Business Loan Application

## Business Information

Business Name	<b>Legal Form of Organization:</b> Sole Proprietorship      Partnership S - Corporation          LLC C - Corporation          Other _____
Business Street Address	
Business Mailing Address	Tax ID # _____
City                                  State                          Zip	DUNS # _____
Contact Name	<b>Nature of Business:</b> Service                          Wholesale                  Retail Manufacturing                  Other _____
Title	Primary Product / Service:
Business Phone # (        ) _____ - _____	Number of people employed at this business including owner/managers: Before Loan _____ After Loan _____
Fax Number (        ) _____ - _____	Employer pays 1/2 or more of employee health insurance costs: Yes                  or                  No
E-mail Address -	<b>Use of Financing:</b> Start new business                  Purchase existing business Expand business                  Other _____

## Principal Owners (Must account for 100% ownership after loan)

	Owner 1	Owner 2	Owner 3	Owner 4
Full Legal Name	First: Middle: Last:	First: Middle: Last:	First: Middle: Last:	First: Middle: Last:
Street address				
Mailing address				
City, St. & Zip				
Phone				
Email				
Social Sec. #				
Ownership %				
Date acquired				
Title				

## References

	Firm	Contact	Phone
Bank			
Accountant			
Attorney			
Bookkeeper			
Other			

## Declaration of Principal Owners, Officers and Directors

Please answer the questions as they apply to the applicant company, each officer, each director, and each owner of 20% or more of the applicant company. **For each yes answer, attach a separate exhibit providing a detailed explanation.**

1. Are any involved in any claim or lawsuit? ..... Yes No
2. Are any federal, state, or local taxes delinquent? ..... Yes No
3. Are any liable under any contingency agreements? ..... Yes No
4. Have any ever been involved in bankruptcy or insolvency proceedings? ..... Yes No
5. Do any have outstanding judgments? ..... Yes No
6. Have any ever had property foreclosed upon or given title in lieu of foreclosure? ..... Yes No
7. Are any delinquent for child support payments or on any form of Federal Debt?..... Yes No
8. Are any **not** citizens of the United States? ..... Yes No
9. Is an application under consideration at any other financial institution to fund all or part of this project? If yes, by whom? ..... Yes No
10. Do any owners have applications for financing currently under consideration for any other purpose? If yes please provide details on a separate attachment. .... Yes No
11. Have any ever been debarred from receiving federal assistance? ..... Yes No
12. Are any government employees?..... Yes No
13. Are any military personnel?..... Yes No
14. Are any employees, affiliates, board members, committee members of CEDA, or the immediate families of any of the afore-mentioned? ..... Yes No

## Equal Opportunity Monitoring

The following information is requested by the federal government in order to monitor compliance with Federal Laws prohibiting discrimination against applicants seeking to participate in the programs offered by CEDA. **You are not required to furnish this information**, but are encouraged to do so. This will not be used in evaluating your application or to discriminate against you in any way. If you chose not to furnish this information, we are required to note the race/national origin of individual applicants on the basis of visual observation or surname. **Please complete one column for each owner.** If you choose not to provide this information please check this box

Owner 1	Owner 2	Owner 3	Owner 4
<b>Ethnicity</b> Hispanic Non-Hispanic	<b>Ethnicity</b> Hispanic Non-Hispanic	<b>Ethnicity</b> Hispanic Non-Hispanic	<b>Ethnicity</b> Hispanic Non-Hispanic
<b>Race</b> Native American/ Alaskan Native Asian African American Native Hawaiian / Pacific Islander White	<b>Race</b> Native American/ Alaskan Native Asian African American Native Hawaiian / Pacific Islander White	<b>Race</b> Native American/ Alaskan Native Asian African American Native Hawaiian / Pacific Islander White	<b>Race</b> Native American/ Alaskan Native Asian African American Native Hawaiian / Pacific Islander White
<b>Gender</b> Male Female	<b>Gender</b> Male Female	<b>Gender</b> Male Female	<b>Gender</b> Male Female
% of ownership _____	% of ownership _____	% of ownership _____	% of ownership _____

## Certification and Signatures

The undersigned certifies that all statements in this application and on each document submitted in connection herewith, including federal income tax returns are true, correct and complete. The undersigned authorizes representatives of Clearwater Economic Development Association (the lender) to make such inquiries and gather such information as the lender deems necessary and reasonable concerning any information provided to the lender on this application or on any related document, including the Internal Revenue Service, and Credit Bureau Reporting agencies. The undersigned further agrees to notify the lender promptly of any material change in any such information.

Clearwater Economic Development Association may occasionally provide business consulting advice. The undersigned acknowledges that this advice does not guarantee business success or profitability, and that the undersigned is fully responsible for decisions affecting the undersigned's business.

By (Authorized signature) \_\_\_\_\_ Title \_\_\_\_\_ Date: \_\_\_\_\_

By (Authorized signature) \_\_\_\_\_ Title \_\_\_\_\_ Date: \_\_\_\_\_

**Project Cost Summary**

	\$\$ Amount	Source of Estimate
Land & Building		
New Construction		
Renovation/Remodel		
Equipment		
Inventory		
Appraisals, Inspections, etc.		
Professional Costs		
Financing Fees		
Other		
Other		
Other		
<b>TOTAL</b>		

**Funding Sources**

Source	\$\$ Amount	Status
Owner's Cash Investment		Proposed Pending Committed/approved
Bank Financing		Proposed Pending Committed/approved
Other		Proposed Pending Committed/approved
Amount Requested from CEDA		
<b>TOTAL</b>		

\_\_\_\_\_  
By (Authorized signature)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date:

\_\_\_\_\_  
By (Authorized signature)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date:

The Federal Equal Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, gender, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act.

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Federal Trade Commission, Equal Credit Opportunity, Washington, DC 20580.

\_\_\_\_\_  
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is an equal opportunity provider and an equal opportunity employer.

## Personal Financial Statement

As of \_\_\_\_\_

Please Provide Full Legal Name	Employer	No. Yrs.	Position	Annual Income
Name:				
Spouse's Name:				
Residence Address:		Residence Phone:		
City, State, & Zip:				
Business Name of Applicant/Borrower:		Business Phone:		

ASSETS	(omit cents)	LIABILITIES	(omit cents)
Cash on Hand & in Banks .....	_____	Accounts Payable (Describe in Section 7) .....	_____
Savings Accounts .....	_____	Notes Payable (Describe in Section 8) .....	_____
Stocks and Bonds, Investments (Describe in Section 1) .....	_____	Unpaid Taxes (Describe in Section 9) .....	_____
Life Insurance- (Describe Sec.10) Cash Surrender Value Only ...	_____	Loans on Life Insurance (Describe in Section 11) .....	_____
Real Estate (Describe in Section 2) .....	_____	Mortgages on Real Estate (Describe in Section 2) .....	_____
Automobile(s)- (Present Value) (Describe in Section 3).....	_____	Installment Accounts - Automobile(s) (Describe in Section 3).....	_____
Other Personal Property (Describe in Section 4) .....	_____	Installment Account - Other Per. Prop. (Describe in Section 4) .....	_____
Other Assets (Describe in Section 5) .....	_____	Other Liabilities (Describe in Section 5) .....	_____
Accounts & Notes Receivable (Describe in Section 6) .....	_____	Total Liabilities .....	_____
Total Assets .....		NET WORTH (Total Assets minus Total Liabilities)	_____

### Sources of Income & Contingent Liabilities (Annual)

	(omit cents)		(omit cents)
Salary		As Endorser or Co-Maker	
Net Investment Income		Legal Claims & Judgments	
Real Estate Income		Provision for Federal Income Tax	
Other Income (Describe Below)*		Other Special Debt (Describe Below)*	
TOTAL		TOTAL	

Description of Other-Income/Special Debt:

\_\_\_\_\_

\*Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.

Initials \_\_\_\_\_ Date \_\_\_\_\_

**Section 1 - Stocks & Bonds**

Description	Owner(s)	Source of Valuation	No. of Shares	Mkt. Price per Share	Value
TOTAL					

**Section 2 - Real Estate** (List each piece separately)

Address - Type of Property	Name of Lien Holder	Date of Purchase	Original Cost	Present Value	Mortgage Balance	Payment Amount
TOTALS						

**Section 3 - Automobiles** (List each separately)

Auto Year Make and Model	Name of lien holder	Date of Purchase	Original Cost	Present Value	Account Balance	Payment Amount
TOTALS						

**Section 4 - Other Personal Property**

Description	Name of lien holder	Date of Purchase	Original Cost	Present Value	Account Balance	Payment Amount
Recreation Vehicle						
Home Furnishings						
Equipment						
TOTALS						

**Section 5 - Other Assets**

Description	Name of lien holder	Date of Purchase	Original Cost	Present Value	Account Balance	Payment Amount
TOTALS						

Initials \_\_\_\_\_ Date \_\_\_\_\_

**Section 6 - Accounts and Notes Receivable**

Owner(s)	Due From	Address	Collateral	How Payable	Maturity Date	Balance Due
1.				\$ per		
2.				\$ per		
3.				\$ per		
<b>TOTAL</b>						

**Section 7 - Accounts Payable and Credit Card Debts (not listed elsewhere)**

Holder of Account	Address	Collateral	How Payable	Maturity Date	Balance Due
1.			\$ per		
2.			\$ per		
3.			\$ per		
4.			\$ per		
<b>TOTAL</b>					

**Section 8 - Notes Payable (not listed elsewhere)**

Holder of Note	Address	Collateral	How Payable	Maturity Date	Balance Due
1.			per		
2.			per		
<b>TOTAL</b>					

**Section 9 - Taxes Payable**

Payable To	Type	Property to which tax lien attaches	Due Date	Balance Due
1.				
2.				
<b>TOTAL</b>				

**Section 10 - Life Insurance Policies**

Owner(s) of Policy	Insured	Beneficiary	Name of Company	Face Amount	Cash Surrender Value
<b>TOTAL</b>					

**Section 11 - Loans on Life Insurance**

Payable To	Person(s) Liable	How Payable	Due Date	Balance Due
		\$ per		
<b>TOTAL</b>				

The undersigned, for the purpose of procuring credit furnishes you with the information contained within this statement, written or printed, which fully and truly sets forth the financial condition of the undersigned as of the date stated, and upon which you may rely as continuing to be full and accurate unless and until notice of change is given to you. The undersigned has no liabilities whatsoever other than stated hereon and agrees to notify you promptly of any change in the financial condition of the undersigned that in any way affects adversely the financial responsibility of the undersigned. The undersigned further agrees and certifies that no assets listed are held in joint tenancy with any other person other than the undersigned's spouse and will not be so listed in the future.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security No.

\_\_\_\_\_  
Date





### **AUTHORIZATION TO OBTAIN CREDIT HISTORY**

The undersigned hereby authorizes Clearwater Economic Development Association (“Lender”) to obtain information regarding the undersigned’s credit history.

The undersigned acknowledges that Lender shall use the credit history information in connection with a request for credit and any subsequent credit transactions involving the undersigned and that Lender has a legitimate business need for the information.

The undersigned further directs the Creditor to which Lender delivers this authorization to furnish the undersigned’s credit history information to Lender.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

Spouse: \_\_\_\_\_  
Signature

Dated: \_\_\_\_\_

Name: \_\_\_\_\_

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

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