



**Business Loan Application  
Basic  
Information Requirements**

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1626 6<sup>th</sup> Avenue North  
Lewiston, Idaho 83501  
Phone: (208) 746-0015  
Fax: (208) 746-0576

- \_\_\_ 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 / project description - include a description and history of the business and its management, an operations plan, a market description, 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/loan closing 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 Federal and State returns with all schedules, attachments and W-2's***
- \_\_\_ Applications for financing the purchase an existing business require copies of the seller's most recent three year's business tax returns, or Sch "C" and schedules for the subject business.

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**CEDA borrowers must, prior to final approval and loan closing,  
certify that the following are true and correct. (Forms will be provided.)**

- Funding 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 prior to loan closing an UEI number.

**Additional Information and /or Certifications may be required.**

**See Reverse for Additional Information**

In accordance with Federal law and US Department of Agriculture policy, Clearwater Economic Development Association is prohibited from discriminating on the basis of race, color, national origin, religion, age (*provided the applicant has the capacity to enter into a binding contract*); disability, religion, gender, and/or familial status.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410.

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**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**

The CEDA Loan Review Committee meets once each month to consider applications for credit. 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 timetables.

Investors providing funding to capitalize the Small Business Development Loan Programs at CEDA include.

#### **Federal Investors**

##### **USDA Rural Development**

Intermediary Relending Program  
Rural Business Enterprise Grant Program.  
Rural Microentrepreneur Assistance Program

##### **US Dept of Commerce Economic Development Administration**

Economic Development Adjustment Strategy Program

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Local Investors

**Zions Bank**

**Banner Bank**

**US Bank**

**Umpqua Bank**

**Wells Fargo Bank**

**Valley Vision**

**The Clearwater Economic Development Assoc. Membership**



# Clearwater Economic Development Association Loan Application

Applicant

Business Name (if different)

Mailing Address

City, St. Zip

Contact:

Title:

Phone:

E-mail

Form of Organization

Tax ID #

Nature of Business

UEI #

Use of Financing

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## Ownership

(use additional pages as needed to account for 100% ownership after loan)

Full Legal Name

Ownership %

City, State, Zip

Phone

E-mail

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Full Legal Name

Ownership %

City, State, Zip

Phone

E-mail

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Full Legal Name

Ownership %

City, State, Zip

Phone

E-mail

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Full Legal Name

Ownership %

City, State, Zip

Phone

E-mail





**AUTHORIZATION TO OBTAIN CREDIT HISTORY**

The undersigned individuals hereby authorize Clearwater Economic Development Association ("Lender") to obtain their credit history information and acknowledges that Lender has a legitimate need for the information and that Lender shall use the credit history information in connection with a request for credit; any subsequent credit transactions involving both Lender and the undersigned; as well as for the purpose of monitoring any credit that is granted by Lender to the undersigned.

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

Name:

Address:

City, State, Zip

Social Security #

Date:

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

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Name:

Address:

City, State, Zip

Social Security #

Date

Signature \_\_\_\_\_

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Name:

Address:

City, State, Zip

Social Security #

Date:

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

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Name:

Address:

City, State, Zip

Social Security:

Date

:



## Personal Financial Statement

Date:	
Name: (Legal)	
Spouse's Name:	
Home Address:	
City, ST, Zip:	

Social Security Number:	
Spouse's Soc. Sec. Number:	
Email Address:	
Telephone Number	
Telephone Number 2	

Assets	
Cash	
Accounts & Notes Receivable - (Schedule IV)	0
Marketable Securities - (Schedule I)	0
Cash Value of Life Insurance - (Schedule II)	0
Real Estate (Home & Others) - (Schedule III)	0
Automobiles - (Schedule V)	0
Boats, RV, ATVs, Etc. - (Schedule VI)	0
Personal Property - Other - (Schedule VII)	0
IRA/401K/Pension Plans/(etc.)	
Interest in Closely Held Companies (Schedule XII)	0
Assets - Not Described Elsewhere (Schedule VIII)	0
<b>Total Assets</b>	<b>\$ -</b>

Liabilities & Net Worth	
Credit Cards & Accounts Payable - (Schedule IX)	\$ -
Loans on Cash Value Life Insurance - (Schedule II)	0
Auto Loans (Schedule V)	0
Notes Payable - Boats RV & Rec Veh. - (Schedule VI)	0
Notes Payable - Personal Property - (Schedule VII)	0
Installment Loans - Other - (Schedule VIII)	0
Real Estate Debt - (Schedule III)	0
Notes Payable - Not Listed Elsewhere - (Schedule X)	0
Other Debts - (Schedule XI)	0
<b>Total Liabilities</b>	<b>\$ -</b>
<b>Net Worth</b>	<b>\$ -</b>
<b>Total Liabilities &amp; Net Worth</b>	<b>\$ -</b>

### ADDITIONAL INFORMATION

	Current Amount	After Loan
<b>Income</b>		
Annual Gross Wages -		
Annual Gross Wages - Spouse		
Bonuses or Commissions		
Dividends		
Real Estate Income (Net)		
Income From Business		
Other (Describe)		
Totals	\$ -	\$ -
Alimony, child support or separate maintenance payments need not be revealed if you do not wish to have it considered for the extension of credit		
<b>Other names in which credit history may have been maintained for any of the above (List Below)</b>		

Contingent Liabilities		
Borrower	Balance	Payment
Totals	\$ -	\$ -
Lease or Rental Agreements		
Landlord	Payment	Frequency
	\$ -	
Financial obligations not listed elsewhere		
Paid to:	Payment Amount	Frequency
	\$ -	

**PLEASE PRINT A HARDCOPY AND SIGN BELOW**

**ATTACH A HARDCOPY OF THE SCHEDULES TAB**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name: \_\_\_\_\_ Spouse's Name: \_\_\_\_\_

**SECURITIES - (Publicly Traded) SCHEDULE I**

# of Shares PAR VAL BDS.	Name / Exchange	PER SHARE	MARKET VALUE	# of Shares PAR VAL BDS.	Name / Exchange	PER SHARE	MARKET VALUE
			\$ -				\$ -
			-				-
<b>Total</b>			\$ -	<b>Total</b>			\$ -

**LIFE INSURANCE SCHEDULE II**

NAME OF COMPANY	FACE AMOUNT	BENEFICIARY	CASH SURRENDER VALUE	POLICY LOAN AMOUNT
	\$ -		\$ -	\$ -
<b>Total</b>			\$ -	\$ -

**REAL ESTATE SCHEDULE III**

ADDRESS	ORIGINAL COST	DATE ACQUIRED	PRESENT VALUE	MORTGAGES OR LIENS		MORTGAGE LIENHOLDER	RENTAL INCOME PER MONTH
				RATE	PAYMENT BALANCE		
<b>Total</b>			\$ -	\$ -	\$ -		\$ -

**ACCOUNTS & NOTES RECEIVABLE SCHEDULE IV**

NAME OF DEBTOR AND ADDRESS	ORIGINAL BALANCE	CURRENT BALANCE	PAYMENT AMOUNT	PAYMENT FREQUENCY	INTEREST RATE
	\$ -				
<b>Total</b>		\$ -	\$ -	\$ -	

**AUTOMOBILES SCHEDULE V**

YEAR, MAKE & MODEL	ORIGINAL COST	DATE AQUIRED	PRESENT VALUE	BALANCE OWED	MONTHLY PAYMENT
	\$ -			\$ -	\$ -
<b>Total</b>			\$ -	\$ -	\$ -

**RV, BOATS, OFFROAD VEHICLES, ETC. SCHEDULE VI**

YEAR, MAKE & MODEL	ORIGINAL COST	DATE AQUIRED	PRESENT VALUE	BALANCE OWED	MONTHLY PAYMENT
	\$ -			\$ -	\$ -
<b>Total</b>			\$ -	\$ -	\$ -

**PERSONAL PROPERTY - OTHER SCHEDULE VII**

Description	ORIGINAL COST	DATE AQUIRED	PRESENT VALUE	BALANCE OWED	MONTHLY PAYMENT
Household Furnishing				\$ -	\$ -
Antiques & Collectibles					
Tools					
<b>Total</b>			\$ -	\$ -	\$ -



**ASSETS NOT LISTED ELSEWHERE SCHEDULE VIII**

Description	ORIGINAL COST	DATE ACQUIRED	PRESENT VALUE	BALANCE OWED	MONTHLY PAYMENT
	\$ -			\$ -	\$ -
<b>Total</b>	\$ -		\$ -	\$ -	\$ -

**CREDIT CARDS & ACCOUNTS PAYABLE SCHEDULE IX**

TO WHOM	COLLATERAL	ORIGINAL AMOUNT	CURRENT BALANCE	MONTHLY PAYMENT	INTEREST RATE
Cit Cards		\$ -			
Discover					
JPMCP					
<b>Total</b>		\$ -	\$ -	\$ -	

**NOTES PAYABLE - NOT LISTED ELSEWHERE SCHEDULE X**

TO WHOM	COLLATERAL	ORIGINAL AMOUNT	CURRENT BALANCE	MONTHLY PAYMENT	INTEREST RATE
<b>Total -</b>		\$ -	\$ -	\$ -	

**OTHER DEBTS SCHEDULE XI**

	COLLATERAL	ORIGINAL BALANCE	CURRENT BALANCE	MONTHLY PAYMENT	INTEREST RATE
		\$ -			
<b>Total - Other Banks</b>		\$ -	\$ -	\$ -	

**INVESTMENTS IN CLOSELY HELD COMPANIES/PARTNERSHIPS SCHEDULE XII**

NAME OF COMPANY	TOTAL MARKET VALUE	TOTAL BOOK VALUE	% OF OWNERSHIP	SHARE OF TOTAL MARKET VALUE
				\$ -
				\$ -
				\$ -
<b>Total</b>	\$ -	\$ -		\$ -