

Business Loan Application Basic Information Requirements

1626 6th 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 12month 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*)
 - $\circ~$ 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.

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.

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

Local Investors

Zions Bank Banner Bank US Bank Umpqua Bank Wells Fargo Bank

Valley Vision

The Clearwater Economic Development Assoc. Membership



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		
(use addit	Ownership onal pages as needed to account for 100% ownership after loan)	
Full Legal Name	Ownership %	
City, State, Zip		
Phone	E-mail	
Full Legal Name	Ownership %	
City, State, Zip		
Phone	E-mail	
Full Legal Name	Ownership %	
City, State, Zip		
Phone	E-mail	
Full Legal Name	Ownership %	
City, State, Zip		
Phone	E-mail	

Key Professionals

Bank / Credit Union	Contact	Phone
Accountant / Bookkeeper	Contact	Phone

Declaration of Principal Owners, Officers and Directors

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

Are any involved in any claim or Lawsuit?

Are any federal, state or local taxes Delinquent?

Are any liable under any contingency agreements?

Have any ever been involved in bankruptcy or insolvency proceedings?

Do any have outstanding Judgements?

Have any had property foreclosed upon or given title in lieu of foreclosure?

Are any delinquent for child support payments or on ANY form of federal debt?

Are any NOT citizens of the United States?

Are any government employees or military personnel?

Have any been debarred from receiving federal assistance?

Are any employees, affiliates, Board members, committee members, of CEDA, or the immediate family of any of the aforementioned?

Is an application for this project or for any other purpose under consideration elsewhere ?

Equal Opportunity Monitoring

The following information is requested by the federal government to help 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 data 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 row for each owner. If you choose not to provide this information please check the box immediately below.

Check the box to the right if the applicant chooses not to provide Equal Opportunity Monitoring information below.

Owner 1	Ethnicity	Race	Gender
Owner 2	Ethnicity	Race	Gender
Owner 3	Ethnicity	Race	Gender
Owner 4	Ethnicity	Race	Gender

Project Information

Project Location: (Address & City)

Uses and Costs	Total Cost	Amount Requested from CEDA
Real Estate Purchase		
New Construction		
Renovation / Remodel		
Equipment Purchases		
Inventory Purchases		
Working Capital		
Other		
TOTALS		

The undersigned certify 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.

 By (Authorized signature)
 Title
 Date:

 By (Authorized signature)
 Title
 Date:

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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:		
Name:		
Address:		
City, State, Zip		
Social Security #	Date	
Signature		
Name:		
Address:		
City, State, Zip		
Social Security #	Date:	
Signature:	_	
Name:		
Address:		
City,State, Zip		
Social Security:	Date	



Personal Financial Statement

Date:		
Name: (Legal)		
Spouse's Name:		
Home Address:		
City, ST, Zip:		
Assets		
Cash		
Accounts & Note	0	
Marketable Secur	ities - (Schedule I)	0
Cash Value of Life	e Insurance - (Schedule II)	0
Real Estate (Hom	ie & Others) - (Schedule III)	0
Automobiles - (So	chedule V)	0
Boats, RV, ATVs,	0	
Personal Property	0	
IRA/401K/Pension		
Interest in Closely	0	
Assets - Not Desc	cribed Elsewhere (Schedule VIII)	0
	Total Assets	\$-

Total Liabilities	& Net Worth	\$	-
	Net Worth	\$	-
Total Liabilities			-
Other Debts - (Schedule XI)			0
Notes Payable - Not Listed Elsewhere - (Schedule X)			0
Real Estate Debt - (Schedule III)			0
Installment Loans - Other - (Schedule VIII)			0
Notes Payable - Personal Property - (Sched	dule VII)		0
Notes Payable - Boats RV & Rec Veh (Sch	hedule VI)		0
Auto Loans (Schedule V)			0
Loans on Cash Value Life Insurance - (Sche	edule II)		0
Credit Cards & Accounts Payable - (Schedu	\$	-	
Liabilities & Net Worth			
Telephone Number 2			
Telephone Number			
Email Address:			
Spouse's Soc. Sec. Number:			
Social Security Number:			

Contingent Liabilities

ADDITIONAL INFORMATION

	Current	After
Income	<u>Amount</u>	Loan
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 se	parate maintenance	e navments

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 Other names in which credit history may have been maintained for any of the above (List Below)

PLEASE PRINT A HARDCOPY AND SIGN BELOW

Borrower	Balance	Payment
Totals	\$ -	\$-
Lease or Rental Agreements		
Landlord	Payment	Frequency
	\$-	
Financial obligations not liste	d elsewhere	
	Payment	
Paid to:	<u>Amount</u>	Frequency
	\$-	
	<u>.</u>	

ATTACH A HARDCOPY OF THE SCHEDULES TAB

Signature

Date

Date

SECURITIES - (Publically T # of Shares PAR VAL BDS. Total LIFE INSURANCE NAME OF COMPANY Total REAL ESTATE ADDRESS ADDRESS ACCOUNTS & NOTES REC NAME OF DEBTOR NAME OF DEBTOR Total AUTOMOBILES YEAR, MAKE	CEIVABLE	PER SHARE	MARKET VALUE \$ - \$ - \$ - \$ C FACE AMOUNT \$ \$ \$	CHEDULE NT - HEDULE RATE		Name / Exchage	PER SHARE CASH SURRENDER VALUE \$ - \$ \$	MARKET VALUE S
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ADDRESS	COST - CEIVABLE		PRESENT VALUE		MORTGAG	1		
ACCOUNTS & NOTES REC NAME OF DEBTOR Total AUTOMOBILES	- CEIVABLE	ACQUIRED		RATE	PAYMENT	BALANCE	LIENHOLDER	PER MONTH
ACCOUNTS & NOTES REC NAME OF DEBTOR Total AUTOMOBILES			\$-					
ACCOUNTS & NOTES REC NAME OF DEBTOR Total AUTOMOBILES			\$ -					
ACCOUNTS & NOTES REC NAME OF DEBTOR Total AUTOMOBILES			\$-					
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NAME OF DEBTOR					\$-	\$ -		\$-
NAME OF DEBTOR			SC	HEDULE	IV			
AUTOMOBILES			ORIGINAL		CURRENT	PAYMENT	PAYMENT	INTEREST
AUTOMOBILES			BALANCE		BALANCE	AMOUNT	FREQUENCY	RATE
AUTOMOBILES			Ų.					
AUTOMOBILES								
			\$	-	\$-	\$ -		
YEAR, MAKE			1	CHEDULE				
	E & MODEL		ORIGINAL COST		DATE AQUIRED	PRESENT VALUE	BALANCE OWED	MONTHLY PAYMENT
			\$	-			\$-	\$-
Total			\$	-		\$ -	\$-	\$-
RV, BOATS, OFFROAD VEI			ORIGINAL	HEDULE	VI DATE	PRESENT	BALANCE	MONTHLY
YEAR, MAKE	E & MODEL		COST		AQUIRED	VALUE	OWED	PAYMENT
			\$	-			\$-	\$-
T-4-1			¢					¢
Total			\$	-		\$ -	\$-	\$-
PERSONAL PROPERTY - C			ORIGINAL	HEDULE	VII DATE	PRESENT	BALANCE	MONTHLY
Descri	ription		COST		AQUIRED	VALUE	OWED	PAYMENT
Household Furnishing							\$ -	\$-
Antiques & Collectibles								
Tools								
Total			\$			\$ -	\$-	\$-

ASSETS NOT LISTED ELSEWHERE	SCHEDULE	VIII			
Description	ORIGINAL	DATE	PRESENT	BALANCE	MONTHLY
	COST	AQUIRED	VALUE	OWED	PAYMENT
	\$ -			\$ -	\$ -
Total	\$ -		\$-	\$-	\$ -
		-			-

CREDIT CARDS & ACCOUNTS PAYABLE	SCHEDULE	EIX			
ТО WHOM	COLLATERAL	ORIGINAL AMOUNT	CURRENT BALANCE	MONTHLY PAYMENT	INTEREST RATE
Cit Cards		\$-			
Discover					
JPMCP					
Total		\$-	\$-	\$-	

NOTES PAYABLE - NOT LISTED ELSEWHERE SCHEDULE X					
то whom	COLLATERAL	ORIGINAL AMOUNT	CURRENT BALANCE	MONTHLY PAYMENT	INTEREST RATE
Total -		\$-	\$-	\$-	
OTHER DEBTS	SCHEDUL	E XI			
	COLLATERAL	ORIGINAL BALANCE	CURRENT BALANCE	MONTHLY PAYMENT	INTEREST RATE
		\$ -			
Total - Other Banks		\$ -	\$-	\$ -	
INVESTMENTS IN CLOSELY HELD COMPANIES/PARTNERSHI	PS SCHEDI	JLE XII		-	
NAME OF COMPANY		TOTAL MARKET VALUE	TOTAL BOOK VALUE	% OF OWNERSHIP	SHARE OF TOTAL MARKET VALUE
					\$ -
					\$-
					\$ -
Total		\$ -	\$ -		\$-