

Southwest Utah Microloan Program

Established by the Five County Association of Governments

"Helping to Grow Small Businesses"

APPLICATION FOR LOAN

Instructions for Application Form

Sections I, II, III. Please provide the information requested. "You" refers to the proprietor, general partner or corporate officer signing this form.

Section IV. Use of the loan money; if your use of the loan fits one of the categories listed on the application form, please fill out this section. If you use "other" submit a list on a separate sheet of paper and label the list Exhibit A.

Section V. Summary of Collateral: If your collateral consists of (A) Land and Building, (B) Inventory, and/or (C) Accounts Receivable, fill in the appropriate blanks. If you are using (D) Machinery and Equipment, (E) Furniture and Fixtures, and/or (F) Other, please provide an itemized list (labeled Exhibit B) that contains serial and identification numbers for all articles that had an original value greater than \$500.00.

I. APPLICANT/INFORMATION ABOUT YOU	
Name:	
Street Address:	
City, State, Zip Code:	
Telephone:	Fax:
e-mail address:	

II. INFORMATION ABOUT YOUR BUSINESS	
Name of Business:	
Address of Business:	
City, State, Zip Code:	
County:	Telephone:
e-mail address:	Fax:
Type of Business:	Date Established:
Number of Employees Present: After Approval:	IRS Employer I.D. Number:
Bank Where Your Business Has An Account:	Account Number:

III. INFORMATION ABOUT MANAGEMENT: List the name of all owners (having 20% or greater interest), officers, directors, and/or partners. Provide the percent of ownership and the annual compensation.

Name and Title:	% of Ownership:
Address:	Annual Compensation:
Name and Title:	% of Ownership:
Address:	Annual Compensation:
Name and Title:	% of Ownership:
Address:	Annual Compensation:
Name and Title:	% of Ownership:
Address:	Annual Compensation:

IV. HOW YOU PLAN TO USE THE LOAN MONEY

Building New: \$ _____ Purchase: \$ _____ Renovate: \$ _____	Amount for Building \$ _____ Amount for Land \$ _____
Amount for New Equipment \$ _____	Amount for Notes Payable \$ _____
Amount for Working Capital \$ _____	Amount for Equipment Repair \$ _____
Amount for Accounts Receivable \$ _____	Other (See Instructions) \$ _____
TOTAL LOAN REQUESTED: \$ _____	\$ _____
TERM OF LOAN	YEARS: _____ MONTHS: _____

AGREEMENTS AND CERTIFICATION

Agreement of Nonemployment of FCEDD Personnel: I/We agree that if FCEDD approves this loan application I/We will not, for at least two years, hire as an employee or consultant anyone that was employed by the FCEDD during the one year period prior to the disbursement of the loan.

CERTIFICATION

I/We certify:

(a) All information in this application and the Exhibits is true and complete to the best of my/our knowledge and is submitted to FCEDD so FCEDD can decide whether to grant a loan or participate with a lending institution in a loan to me/us. A loan application/administration fee in the amount of \$ _____ is submitted with this application.

(b) I/We give the assurance that we will comply with Sections 112 and 113 of volume 13 of the Code of Federal Regulations. These Code sections prohibit discrimination on the grounds of race, color, sex, religion, martial status, handicap, age, or national origin by recipients of Federal financial assistance and require appropriate reports and access to books and records. These requirements are applicable to anyone who buys or takes control of the business. I/We realize that if I/We do not comply with these non-discrimination requirements FCEDD can, call, terminate, or accelerate repayment on my/our loan.

Authority to Collect Personal Information: This information provided pursuant to Public Law 93-579 (Privacy Act of 1974). **Effect of Nondisclosure:** Omission of any item means your application might not receive full consideration.

I/We authorize disclosure of all information submitted in connection with this application to the financial institution agreeing to participating in the loan.

As consideration for any Management and Technical Assistance that may be provided, I/We waive all claims against FCEDD and its consultants.

Signature of Preparer if Other Than Applicant

Print or Type Name of Preparer

Address of Preparer

If Applicant is a proprietor or general partner, sign below:

AGREEMENTS AND CERTIFICATIONS (CONTINUED)

If Applicant is a corporation, sign below:

Corporate Seal

Date

By: _____

Signature of President

Attested By: _____

Signature of Corporate Secretary

YES	NO	CHECKLIST FOR APPLICATION PACKAGE
		<p>All Exhibits must be signed and dated by person signing this form.</p> <p>1. Have you filled out a personal financial statement (GHRDI Form 792 - may be used for this purpose) for each stockholder (with 20% or greater ownership), partner, officer, and owner - Label this Exhibit C.</p>
		<p>2. Have you included the statements listed below: 1, 2, 3, 4, for the last three years; 1, 2, 3, 4, 5 dated within 90 days of filing the application; and statement 6? This is Exhibit D.</p> <p>1. Balance Sheet 2. Profit and Loss Statement 3. Federal Income Tax Forms 4. Reconciliation of Net Worth 5. Aging of Accounts Receivable and Payable 6. Earnings Projections for at Least One Year</p>
		<p>3. Have you completed a list which contains the original date and amount, present balance owed, interest rate, monthly payment, maturity and security for each loan or debt that your business currently has? Please indicate whether the loan is current or delinquent, and if interest is fixed or variable. This should be labeled Exhibit E.</p>
		<p>4. Have you provided a brief history of your company and a paragraph describing the expected benefits it will receive from the loan? If not, you must do so. Label it Exhibit F. Please include any corporation articles of incorporation.</p>
		<p>5. Have you provided a brief description of the educational, technical and business background for all the people listed in Section III under management? If not, you must do so. Please mark it Exhibit G.</p>
		<p>6. Do you have any co-signers and/or guarantors for this loan? If so, please submit their names, addresses and personal balance sheets as Exhibit H.</p>
		<p>7. Are you buying machinery or equipment with your loan money? If so, you must include a list of the equipment, serial numbers and the cost. This is Exhibit J.</p>
		<p>8. Have you or any officer of your company ever been involved in bankruptcy or insolvency proceedings? If so, please provide the details on Exhibit K.</p>
		<p>9. Are you or your business involved in any pending lawsuits? If yes, provide the details on Exhibit L.</p>
		<p>10. Does your business have any subsidiaries or affiliates? If yes, please provide their names and the relationship with your company along with a current balance sheet and operating statement for each. This should be Exhibit M.</p>
		<p>11. Do you buy from, sell to, or use the services of any concern in which someone in your company has a significant financial interest? If yes, provide details on a separate sheet of paper labeled Exhibit N.</p>
		<p>12. If your business is a franchise, have you included a copy of the franchise agreement? Please include it as Exhibit P.</p>
		<p>13. Have you enclosed your loan application/administration fee? This fee, as noted in the information literature, is 1.5% of the RLF loan amount. It is used to defray administrative and monitoring expenses. If the application is not approved, the fee is returned, minus a nominal amount to cover processing costs.</p>

PERSONAL FINANCIAL STATEMENT

Note: If you have completed a personal financial statement in any other format, you may attach it here.

As of _____, _____	Return to:	<u>For FCEDD Use Only</u>
		Loan No.

<p>Name and Address, Including ZIP Code (of person and spouse submitting Statement)</p> <p>SOCIAL SECURITY NO. _____</p> <p>_____</p> <p>Business (of person submitting Statement)</p>	<p>This statement is submitted in connection with loan requested or granted to the individual or firm, whose name appears below:</p> <p>Name and Address of Applicant or Borrower, Including ZIP Code</p>
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Please answer all questions using "No" or "None" where necessary

ASSETS	LIABILITIES
Cash on Hand and in Banks \$ _____	Accounts Payable \$ _____
Savings Account in Banks \$ _____	Notes Payable to Banks \$ _____
U.S. Government Bonds \$ _____	(Describe below - Section 2) Notes Payable to Others \$ _____
Accounts & Notes Receivable \$ _____	(Describe below - Section 2) Installment Account (Auto) \$ _____
Life Insurance - Cash Surrender Value Only \$ _____	Monthly Payments \$ _____
Other Stocks and Bonds \$ _____	Installment Accounts (Other) \$ _____
(Describe - Reverse Side - Section 3) Real Estate \$ _____	Monthly Payments \$ _____
(Describe - Reverse Side - Section 4) Automobile - Present Value \$ _____	Loans on Life Insurance \$ _____
Other Personal Property \$ _____	Mortgages on Real Estate \$ _____
(Describe - Reverse Side - Section 5) Other Assets \$ _____	(Describe - Reverse Side - Section 4) Unpaid Taxes \$ _____
(Describe - Reverse Side - Section 6)	(Describe - Reverse Side - Section 7) Other Liabilities \$ _____
	(Describe - Reverse Side - Section 8) Total Liabilities \$ _____
	Net Worth \$ _____
TOTAL \$ _____	TOTAL \$ _____

Section 4. Real Estate Owned. (List each parcel separately. Use supplemental sheets if necessary. Each sheet must be identified as a supplement to this statement and signed. Also advises whether property is covered by title insurance, abstract of title, or both).

Title is in the Name of	Type of Property
Address of Property (City/State)	Original Cost to (me) (us) \$ _____
	Date Purchased \$ _____
	Present Market Value \$ _____
	Tax Assessment Value \$ _____
Name and Address of Holder of Mortgage (City and State)	Date of Mortgage _____
	Original Amount \$ _____
	Balance \$ _____
	Maturity _____
	Terms of Payment _____
<p>Status of Mortgage, i.e., current or delinquent. If delinquent, describe delinquencies.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	

Section 5. Other Personal Property. (Describe and if any is mortgaged, state name and address of mortgage holder and amount of mortgage, terms of payment and if delinquent, describe delinquency.)

Section 6. Other Assets. (Describe)

Section 7. Unpaid Taxes. (Describe in detail, as to type, to whom payable, when due, amount, and what, if any, property tax lien, if any, attached)

Section 8. Other Liabilities (Describe in detail)

(I) or (We) certify the above and the statements contained in the schedules herein is a true and accurate statement of (my) or (our) financial condition as of the date stated herein. This statement is given for the purpose of:

(Check one of the following)

Inducing FCEDD to grant a loan as requested in application, of the individual or firm whose name appears herein, in connection with which this statement is submitted.

Furnishing a statement of (my) or (our) financial condition, pursuant to the terms of the guaranty executed by (me) or (us) at the time FCEDD granted a loan to the individual or firm, whose name appears herein.

Signature

Signature

Date

FINANCIAL CONSIDERATIONS

The making of a loan will involve each of the following criteria:

- ◆ Character
- ◆ Capability
- ◆ Capital
- ◆ Collateral
- ◆ Conditions

Each criteria will be broken will be broken into more specific elements (variables), a quantifiable measure identified for each element, and a source identified for each measure.

This information will provide the basis for the evaluation process. Each measure will be weighed and a total developed for the evaluation. This procedure has several advantages:

- ◆ All applications are evaluated against common criteria.
- ◆ The application's strengths and weaknesses can be easily identified.

