



California Small Business Loan Guarantee Program

Application Document Checklist

- ___ Written explanation of loan request with amount, purpose, and repayment including terms requested.
- ___ * Completed and signed Application (enclosed)
- ___ * Signed Personal Financial Statement (within the last three (3) months) (enclosed)
- ___ * Signed Credit Authorization (enclosed)
- ___ * Signed Certification of Financial Statements (enclosed)
- ___ * Schedule of Outstanding Business Debt (enclosed)
- ___ Business Tax Returns for the last three (3) years.
- ___ CPA Prepared Business Financial Statements for the last three (3) years (If requested)
- ___ Interim (YTD) Financial Statements (within the last three (3) months)
- ___ Individual Tax Returns for the last three (3) years for all owners with at least 20% ownership interest in the company.
- ___ (If Applicable) Projected monthly Profit and Loss Statement for remainder of current year and annually for the following three (2) years (include assumptions).
- ___ Copy of Mortgage Statement or Lease Agreement from where the business operates
- ___ (If Applicable) Accounts Receivable and Accounts Payable aging reports

* = Document included in this package



California Small Business Loan Guarantee Program
LOAN APPLICATION

Company Information

Business Name: _____
 Business Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone: _____ Fax: _____
 Federal Tax I.D. #: _____ No. of Employees: _____
 Date Business Established: _____ SIC Code: _____
 Description of Business: _____

Ownership Structure: (check one)
 Sole Proprietorship _____ Partnership _____
 Corporation: _____ Sub-Chapter S: _____
 Other: (please indicate) _____

Principal(s) in the business who own 10% or more of the company:

	<u>Name and Title</u>	<u>% Owned</u>	<u>Salary</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Loan Request

Amount of Loan Request: \$ _____
 Participating Bank or Outside Financing and amount committed (attach commitment letter):

Purpose of Loan:

Use of Funds:	Source:	Bank	Equity	Total
Real Estate	\$ _____	\$ _____	\$ _____	\$ _____
Asset Acquisition	\$ _____	\$ _____	\$ _____	\$ _____
Permanent Working Capital	\$ _____	\$ _____	\$ _____	\$ _____
Line of Credit	\$ _____	\$ _____	\$ _____	\$ _____
Total Project Financing:	\$ _____	\$ _____	\$ _____	\$ _____

Collateral Offered: _____

Public Benefit / Economic Impact

Current number of employees: _____
 As a result of this proposed loan will the company:
 A. Increase employment opportunities? YES _____ NO _____
 If yes, number of jobs created: _____
 Types of jobs to be created: _____
 B. Will this project save jobs in the City of Los Angeles?
 YES _____ NO _____ How many? _____
 C. Upgrade a community or eliminate a slum or blighted area? YES _____ NO _____
 D. Provide needed goods and services presently unavailable within the community?



YES _____ NO _____

References

Business Bank Account: _____
 Address: _____
 Phone: _____ Contact: _____
 Trade Reference – Company Name: _____
 Phone: _____ Contact: _____
 Trade Reference – Company Name: _____
 Phone: _____ Contact: _____

Certification

BY SIGNING BELOW, YOU REPRESENT AND WARRANT THE FOLLOWING:
 The San Fernando Valley Financial Development Corporation (SFV-FDC) may rely on all the information provided by you on this and other documents signed by you as being complete true and correct. You are aware that submitting false information may be punishable under Section 1014 of Title 18 of the United States Code, Section 1572 of the California Civil Code and Section 779 of the California Financial Code.

The foregoing information shall be your continuing representation until and unless you advise SFV-FDC of material changes, and you will immediately so advise SFV-FDC of any material changes in your business or financial condition.

SFV-FDC shall have the continuing right to verify any of the foregoing information, including the right to inquire about both the business’ and individual’s credit ratings and credit collection.

Signed this _____ day of _____, 20____ .

 Applicant / Company Name

 Authorized Signature / Title



If you answered yes to any of the above, please explain. (Attach separate sheet if necessary.)

REAL ESTATE OWNED-MORTGAGE OR LIENS (Schedule C)							
Indicate: SD (Single Dwelling); MD (Multiple Dwelling); or C (Commerical/Industrial)							
How Held	Property Address	a. Mrkt Value	c. Date Purch.	Name of Lenders	a. 1 st TD Bal.	Mo. Payment	
		b. Cost	d. % Owned		b. 2 nd TD Bal.	Mo. Payment	
		a.	c.	1 st .	a.		
		b.	d.	2 nd .	b.		
		a.	c.	1 st .	a.		
		b.	d.	2 nd .	b.		
		a.	c.	1 st .	a.		
		b.	d.	2 nd .	b.		
		a.	c.	1 st .	a.		
		b.	d.	2 nd .	b.		
TOTALS		a.	TOTALS			a.	
		b.				b.	

*Indicate **J**-Jointly with Spouse; **O**-Jointly with other than Spouse; **A**-Applicant's separate property; **S**-Spouses separate property

REVOLVING CREDIT (Schedule D)				INSTALLMENT CONTRACTS AND NOTES PAYABLE (Schedule E)			
Creditor's Name	Account No.	Monthly Payment	Present Balance	Creditor's Name	Account No.	Monthly Payment	Present Balance
TOTALS				TOTALS			

Have you made a will? _____ Who is the Executor/Executrix? _____

Name of your Attorney _____ Name of your Accountant _____

The undersigned, for the purpose of procuring and establishing credit from time to time with you and to induce you to permit the undersigned to become indebted to you on notes, endorsements, guarantees or otherwise, furnishes the following as being a full, true and correct statement of the financial condition of the undersigned on the above data, and agrees to notify you immediately of the extent and character of any material change in said financial condition, and also agrees that if the undersigned, or property of the undersigned held by you, be attempted to be obtained or held by write of execution, garnishment, attachment, or other legal process, or if any of the representations made prove to be untrue, or if the undersigned fails to notify you of any material changes as above agreed, or if the business or any interest therein of the undersigned is sold, then and in such case, at your option all the obligations of the undersigned to you, or held by you, shall immediately become due and payable, without demand or notice. This statement shall be construed by you to be a continuing statement of the condition of the undersigned, and a new and original statement of all assets and liabilities upon each and every transaction in and by which the undersigned hereafter becomes indebted to you, until the undersigned advises in writing to the contrary.

I assure you that all the information furnished above is complete and correct. You may verify any of this information. I understand that from time to time, you may receive information from others and you will answer questions and requests from others seeking credit experience information about my account. I understand I may apply for credit in my name alone without my spouse or any other person, regardless of my sex or marital status.

Applicant Signature _____ Date _____

Co-Applicant Signature _____ Date _____



California Small Business Loan Guarantee Program

Certification of Financial Statement

To: San Fernando Valley – Financial Development Corporation (SFV-FDC)

The attached is the Financial Statements and/or Tax Returns of the undersigned as of _____, 20_____, which is the most recent Financial Statement and/or Tax Return prepared by or for the undersigned. It is herewith furnished for the purpose of procuring and establishing credit from time to time with you and to induce you to permit the undersigned to become indebted to you on notes, endorsements, guarantees, or otherwise, and is the most recent statement prepared by or for the undersigned as being a full, true and correct statement of the financial condition, and also agrees that if the undersigned, or any endorser or guarantor of any of the obligations of the undersigned, at any time fails in business or becomes insolvent, or commits an act of bankruptcy, or dies, or if a writ of attachment, garnishment, execution or other legal process be issued against property of the undersigned, or if any assessment for taxes against the undersigned, other than taxes on real property, is made by the federal or state government or any department thereof, or if any of the representations made in said statement prove to be untrue, or if the undersigned fails to notify you of any material change as above agreed, or if such change occurs, or if the business, or any interest therein, of the undersigned is sold, then and in such case all of the obligations of the undersigned to you or held by you shall immediately become due and payable, without demand or notice. Said statement shall be construed by you to be a continuing statement of the condition of the undersigned, and a new and original statement of all assets and liabilities upon each and every transaction in and by which the undersigned hereafter becomes indebted to you, until the undersigned advises in writing to the contrary.

You are authorized to make all inquiries you deem necessary to verify the accuracy of the information contained herein, and to determine the credit worthiness of the undersigned. Each of the undersigned authorizes you to answer questions about your credit experience with the undersigned.

The undersigned solemnly declares and certifies that the attached statement and supporting schedules, both printed and written, give a full and correct statement of the financial condition of the undersigned as of the date indicated.

Signature: _____

Date: _____

Print Name: _____

Title: _____



California Small Business Loan Guarantee Program

Credit Authorization

The following information is needed to complete a personal credit investigation. This form is to be completed by each applicant (individual, corporation or partnership), and each partner or shareholder holding a 20% or more interest in the company. A separate form should be completed for any co-applicant and corporation.

Please attach a copy of your Driver's License.

Legal Name: _____

Social Security No.: _____

Driver's License: _____

Birth Date: _____

Home Address or

Legal Address

(including city and zip): _____

Occupation or

Primary Business: _____

Telephone #: _____

I (we) authorize the San Fernando Valley – Financial Development Corporation to contact credit reporting agencies (Experian, Dun and Bradstreet, etc.) and creditors with regard to the status of any past or outstanding debt, or such other credit information that such agencies normally hold available for credit worthiness evaluation at present or at any time in the future for the purpose of making or monitoring a loan.

Signature: _____

Title: _____

Date: _____



**San Fernando Valley
Financial Development Corporation**

FINANCIAL PRIVACY ACT

NOTICE TO APPLICANTS

This is notice to you as required by the Right to Financial Privacy Act of 1978, 12 U.S.C. Sec. 3413(h), that the San Fernando Valley FDC has a right of access to financial records held by the financial institution identified below in connection with the consideration or administration of assistance to you. Financial records concerning your loan transaction will be available to the San Fernando Valley FDC without further notice or authorization but will not be disclosed or released to another Government authority without your consent except as otherwise required or permitted by law.

FINANCIAL INSTITUTION:

ACKNOWLEDGMENT TO APPLICANT

I hereby certify that I have read the foregoing Notice to Applicant and that I have been provided with a copy of it.

Acknowledged this _____ day of _____, 20_____.

BORROWER(S):

BY: _____

CERTIFICATION TO FINANCIAL INSTITUTION

This is to certify that in this case, when the above Notice to Applicants has been read and acknowledged in writing by the customer, **San Fernando Valley Financial Development Corporation** has complied with the applicable provisions of the Right to Financial Privacy Act of 1978, Title XI of Public Law No. 95-630. Pursuant to Section 1113(h) (2) of the Act, no further certification shall be required for subsequent access by San Fernando Valley FDC to the financial records of the customer during the term of loan guarantee.



San Fernando Valley

Small Business Development Corporation
A Certified Development Company

SCHEDULE OF BUSINESS DEBT

COMPANY NAME: _____

DATE: _____

This schedule should contain information on all installment debt, contracts, notes and mortgages payable. **DO NOT** include accounts payable or accrued liabilities. Mark those loans to be paid-off by the loan proceeds with an asterisk (*). **The "CURRENT BALANCE" column should agree with the information on the latest balance sheet submitted.**

Name of Creditor	Original Note Date	Original Loan Amount	Current Balance	Interest Rate	Monthly Payment	Maturity Date	Collateral?
TOTAL CURRENT BALANCE:							

SIGNATURE: _____