

# Business Loans & Guarantees

## CAPITAL REQUEST APPLICATION

**Very Important:** Fill in each space below applicable to your proposal, supplying full details. Please print or type. The information you provide will give us a complete prospectus of your real estate and financial need. It will help us help you. It is therefore critical that this preliminary information be accurate and complete. Answer "no" or "not applicable" where appropriate. **DO NOT LEAVE ANY QUESTION BLANK.** Please keep all the information on this form. Avoid any attached supplementary explanation or sheets of paper. All statements should be made in English, and currencies expressed in U.S. dollars.

A Borrower's Data Date of this Application: \_\_\_\_\_

Name of Principal \_\_\_\_\_

Company  Present  Proposal  None \_\_\_\_\_

Street \_\_\_\_\_

City, State, Zip, Country \_\_\_\_\_

Business Phone: (\_\_\_\_) \_\_\_\_\_ Resident Phone (\_\_\_\_) \_\_\_\_\_

Type of Entity:  Individual(s)  Corporation  Partnership  General  Ltd  LLC \_\_\_\_\_

State of residency or formation (of Corporation or Partnership) \_\_\_\_\_

Nature of Business:  Manufacturing  Wholesaler  Retailer  Service  Distributor  Other

(Specify) \_\_\_\_\_

Date Established \_\_\_\_\_ Start-Up Date \_\_\_\_\_ Total Employees \_\_\_\_\_

Do you  own or  lease or  rent your own place of business.  Other (explain) \_\_\_\_\_

Initial Capitalization of the Business:

\$0-\$50,000 Source \_\_\_\_\_

\$50,000-\$100,000 Source \_\_\_\_\_

\$100,000-\$150,000 Source \_\_\_\_\_

Over \$150,000 Source \_\_\_\_\_

Banking Relationship \_\_\_\_\_ Branch \_\_\_\_\_

Bank Contact \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Attorney's Name \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Accountant's Name \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

A brief description of the business, its product and/or services, and the market you are targeting or will target:

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A brief summary of your business background, experience, or education in this field: \_\_\_\_\_

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How would you rate your business and personal reputation?

Excellent  Good  Fair  Poor \_\_\_\_\_

How would you rate your personal and business credit rating?

Excellent  Good  Fair  Poor  Bankrupt \_\_\_\_\_

B. Request and Use of Loan Proceeds

Land acquisition	\$ _____
Inventory purchase	\$ _____
Building expansion or repair	\$ _____
New plant or building construction	\$ _____
Working capital (including accounts payable)	\$ _____
Acquisition of all or part of existing business	\$ _____
Pay off bank loans	\$ _____
Other debt payment	\$ _____
<i>Specify:</i>	\$ _____
Total Loan Request:	\$ _____
Total Amount of Self-Investment Funds (if any):	\$ _____
Percentage Guarantee Request (100%, 90%, 80%, etc):	_____ %

C. Collateral to be pledged (*if any*)

Description and location	Value	Loan Balance ( <i>if any</i> )
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

D. Ownership Data

List below all officers, directors, partners, owners, co-owners, and all stockholders with 20% or more of stock

Name	Title	% of Ownership
_____	_____	_____
_____	_____	_____
_____	_____	_____

E. How much CASH does your business have in its bank account as of date of this application \$ \_\_\_\_\_

F. Are there any debts not listed on the financial information for which your business is obligated? \_\_\_\_yes \_\_\_\_No.  
If Yes, How much \$ \_\_\_\_\_

G. Have you ever owned or operated a business which declared bankruptcy \_\_\_\_yes \_\_\_\_No

H. Do you or your business owe any taxes for years prior to the current year? \_\_\_\_yes \_\_\_\_No If yes, how much \$ \_\_\_\_\_

I. Explain plan of repayment, steps to be taken to minimize risk of loan, term of loan commitment. List other collateral, if offered

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

J. Have you or your business ever applied for a loan guaranteed by the Small Business Administration (SBA)? \_\_\_\_Yes \_\_\_\_No.  
If yes, please complete the following....

Date of request \_\_\_\_\_ Declined \_\_\_\_\_ Approved \_\_\_\_\_ Loan Amount (*if approved*) \$ \_\_\_\_\_  
Current Balance \_\_\_\_\_

K. A 3 year operating history (for existing businesses only)

Financial	Actual	Actual	Actual
History	20____	20____	20____
Revenues	\$ _____	\$ _____	\$ _____
Net Income/Loss	\$ _____	\$ _____	\$ _____
Assets	\$ _____	\$ _____	\$ _____
Liabilities	\$ _____	\$ _____	\$ _____
Net Worth	\$ _____	\$ _____	\$ _____

A Brief financial projection (next 3 years, for existing and start-ups)

Financial	Actual	Actual	Actual
Projection	20____	20____	20____
Revenues	\$ _____	\$ _____	\$ _____
Net Income/Loss	\$ _____	\$ _____	\$ _____
Total Assets	\$ _____	\$ _____	\$ _____
Total Liabilities	\$ _____	\$ _____	\$ _____
Net Worth	\$ _____	\$ _____	\$ _____

## General Information

1. \_\_\_ I am looking for funding for my client.
2. \_\_\_ I am looking for funding for own project.
3. Approximately how long have you been looking for this funding ? \_\_\_\_\_ Years \_\_\_\_\_ Months
4. Approximately how many brokers or consultants have you engaged for this project (*check or circle*)
5. Do you presently engage a broker or consultant? \_\_\_ yes \_\_\_ No
6. Have you received or paid any fees for the acquisition of this funding? How much (*if any*)  
 \_\_\_ Received \$ \_\_\_\_\_ \_\_\_ Paid \$ \_\_\_\_\_
7. Do you operate as a broker/loan/ or mortgage consultant? \_\_\_ Yes \_\_\_ No  
 If yes, how long? \_\_\_\_\_ Years \_\_\_\_\_ Months
8. Have you or any officers of your company ever been involved in bankruptcy or insolvency proceedings?  
 \_\_\_ Yes \_\_\_ No
9. Are you or your business a party to any pending lawsuits? \_\_\_ Yes \_\_\_ No
10. Are there any outstanding judgments against you? \_\_\_ Yes \_\_\_ No
11. Has this transaction been submitted to any other funder? \_\_\_ Yes \_\_\_ No

# Brief Personal Financial Statement

Assets		Liabilities	
Checking Account	\$ _____	Personal Loans	\$ _____
Savings Account	\$ _____	Business Loans	\$ _____
Home, fair market value	\$ _____	Home Mortgage	\$ _____
Listed Stocks & Bonds	\$ _____	Other Mortgages	\$ _____
Auto	\$ _____	Other Obligations	\$ _____

Other real estate, fair market value (Specify) \_\_\_\_\_

	\$ _____		
Other Assets	\$ _____		
Total Assets	\$ _____	Total liabilities	\$ _____

Total Assets minus liabilities \$ \_\_\_\_\_ **Your Net Worth**

Sources of Income: <i>(Income you receive last year from salary, Investments, business real estate or other)</i>	Amount (monthly)	Amount (yearly)
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
<b>Total amount:</b>	\$ _____	\$ _____

I submit this application to you as a matter of relaying information to you to help you evaluate the feasibility of helping me with my financial needs. To the best of my knowledge and belief, the information contained herein is true.

Name of Applicant \_\_\_\_\_  
 Date \_\_\_\_\_ Signature \_\_\_\_\_  
 SUBMITTED BY:  
 Name of Associate \_\_\_\_\_ Date of Submittal \_\_\_\_\_  
 ID/Code Number \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_