



Business Loan Application

Name of Business		Name of Primary Contact			
Physical Business Address					
Business Mailing Address (if different)					
Business Phone	Primary Contact Phone	Primary Contact Email			
Federal Employer ID #	Name of Insurance Company		DUNS		
Business Organization:	Sole Proprietorship	Corporation	LLC	Partnership	Non-Profit
Owner Names(s) and Information					
Name	Address	Phone	Email	Ownership %	
Any Affiliates or Subsidiaries?		Yes	No	(If yes, we will request additional information later)	
Type of Business					
Loan Amount Requested					
Describe How Funds Will be Used (describe, and enter estimated amounts)					
Purchase Inventory		Working Capital			
Leasehold Improvements		Purchase Equipment			
Business Credit Report: By signing below you authorize the City of Arcata to obtain a business credit report.					

Certification and Authorized Signature(s):

I hereby certify under the penalty of perjury that all the information contained in the CDBG request for funding (including all supporting documentation) is true and correct. I understand and acknowledge that making false statements on this document and any documents submitted in support of it, is a crime under federal and California state laws, which may result in criminal prosecution.

Name (Print) _____ Signature _____ Date _____

Name (Print) _____ Signature _____ Date _____



Sources and Uses

List ALL Sources of funding and all Uses of funding.

Sources	Uses
Proposed CDBG Loan	
TOTAL	TOTAL

Documentation for Uses of Funds

- Provide third-party cost proposals for inventory and asset purchases.
- Provide salary schedules, rental agreement, and accounts payable invoices.

Profit and Loss Projections

Cash Flow Projections

Projections are necessary to evaluate the loan proposal. You may use your own form, or our model spreadsheets, which may be found at <https://ca-arcata.civicplus.com/188/Economic-Development> under "How to Apply".



Business Debt Schedule

Date

Date should be the same as the current business financial statement

Loan balances and total payments should agree with the current business financial statement

Name (Print)

Signature

Date

Name (Print)

Signature

Date



Personal Financial Statement

Name(s)	Phone	Email
Residence Address		
Name of Business Loan Applicant		

ASSETS		LIABILITIES	
Cash		Accounts Payable	
Savings		Notes to Banks/Others ⁵	
Retirement		Loan on Life Insurance	
Life Insurance – Surrender Value ¹		Mortgages on Real Estate ³	
Accounts/Notes Receivable		Other Liabilities ⁶	
Stocks/Bonds ²		TOTAL LIABILITIES	
Real Estate ³			
Autos			
Other Assets ⁴		NET WORTH	
TOTAL ASSETS			

¹ Life Insurance Held	Face Amount	Cash Surrender	Company	Beneficiary
² Stocks / Bonds	# Shares	Name	Cost	Total Value

³ Real Estate List each property separately. Add attachments as needed.

	Property A	Property B	Property C
Type			
Address			
Date Purchased			
Original Cost			
Current Market Value			
Mortgage Holder Name			
Mortgage Balance			
Monthly Payment			
Mortgage Status			

⁴ Other Assets	Type of Asset	Value	Pledged?

5 Notes to Others	Noteholder Name	Original Balance	Current Balance	Payment	Secured?

6 Other Liabilities *Describe other liabilities below*

Income	
Salary	
Net Investment Income	
Business Income	
Other Income ¹	
TOTAL INCOME	

Contingent Liabilities	
As Endorser / Comaker	
Legal Claims / Judgements	
Provision for Taxes	
Other Special Debt	

1 Other Income. *Describe below*

Other Business Ownership. *List other businesses where you have a ≥20% interest*

Additional Questions. If the answer to any is yes, please attach a written explanation

Have you ever declared personal bankruptcy? Yes No *If Yes, provide information below*

Chapter Filed	Date Filed	Case Number	Status	Dismissed	Payment Plan	Discharged	Pending
				Dismissed	Payment Plan	Discharged	Pending

Have you experienced foreclosure, repossession, judgement, or criminal penalty in the last 7 years? Y N

Are any legal actions (claims, lawsuits, etc.) pending against you? Y N

I authorize the City of Arcata and/or its servicer to make inquiries as necessary to verify the accuracy of my statements. I certify this information and information in any attachments is true and accurate as of the stated date. The statements are made for the purpose of obtaining a loan or guaranteeing a loan. I understand false statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General (Reference 18 U.S.C. 1001).

Print Name _____
Signature _____
Social Security # _____
Date _____

Print Name _____
Signature _____
Social Security # _____
Date _____



Personal Budget Information

Borrower Name

Income	Monthly
Gross Salary:	
Gross Salary:	
Owner Business Draw	
Rental Income	
Interest/Dividend Income	
Other Income:	
Other Income:	
TOTAL MONTHLY INCOME	
Expenses	Monthly
Mortgage / Rent	
Auto(s)	
Other Installment Payments	
Credit Cards	
Credit Line	
Utilities	
Insurance	
Child Care	
Contingent Liabilities	
Other Expense:	
Other Expense:	
TOTAL MONTHLY EXPENSES	

I/We hereby certify that the above information is valid and correct to the best of my/our knowledge.

Name (Print)

Signature

Date

Name (Print)

Signature

Date



Management Resumè

Name	Date of Birth	Place of Birth	
Phone	Email		
Residence Address			
		From: _____ To: _____	
Previous Address			
		From: _____ To: _____	
Employed by US Government?	Yes	No	Agency
US Citizen?	Yes	No	If no, Alien Registration Number:
Education			
College/Technical Training (Name/Location)	Dates	Major	Degree/Certificate
Military Service	Yes	No	Branch: _____ From: _____ To: _____
Employment Experience			
Company Name and Location:			
From:	To:	Title	
Duties:			
Company Name and Location			
From:	To:	Title	
Duties:			
Company Name and Location			
From:	To:	Title	
Duties:			
Additional Pertinent Experience:			

Signature

Date



Authorization for Credit File Disclosure

I hereby authorize **City of Arcata** to obtain a consumer credit and/or investigative report from Contemporary Information Corporation (CIC) on myself. I understand that such information may be derived in whole or in part from Experian, Equifax, and/or CIC.

Signature

Date

Full Name (Print)

Home Address

City

State

Zip

Social Security #

Driver's License or ID Number

Date of Birth



Business Asset Schedule

Date _____

Please list all assets, values, and whether they are pledged as collateral for another loan

	Asset	Estimated Value	Amount of Loan Secured by Asset	Lienholder
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				