



## 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	
Proposed CDBG Loan	
TOTAL	

Uses	
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*

CREDITOR NAME	ORIGINAL AMOUNT	ORIGINAL DATE	CURRENT BALANCE	RATE	MATURITY DATE	MONTHLY PAYMENT	COLLATERAL	CURRENT?
		<b>TOTAL BALANCE</b>			<b>TOTAL PAYMENTS</b>			

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**City of Arcata, Community Development Department**

736 F Street, Arcata CA 95521

707-822-5955

Revised 09-06-23



## Personal Financial Statement

<b>Name(s)</b>	<b>Phone</b>	<b>Email</b>
<b>Residence Address</b>		
<b>Name of Business Loan Applicant</b>		

ASSETS	
Cash	
Savings	
Retirement	
Life Insurance – Surrender Value <sup>1</sup>	
Accounts/Notes Receivable	
Stocks/Bonds <sup>2</sup>	
Real Estate <sup>3</sup>	
Autos	
Other Assets <sup>4</sup>	
<b>TOTAL ASSETS</b>	

LIABILITIES	
Accounts Payable	
Notes to Banks/Others <sup>5</sup>	
Loan on Life Insurance	
Mortgages on Real Estate <sup>3</sup>	
Other Liabilities <sup>6</sup>	
<b>TOTAL LIABILITIES</b>	

<b>NET WORTH</b>	
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<sup>1</sup> Life Insurance Held	Face Amount	Cash Surrender	Company	Beneficiary
<sup>2</sup> Stocks / Bonds	# Shares	Name	Cost	Total Value
<sup>3</sup> Real Estate <i>List each property separately. Add attachments as needed.</i>				
	Property A	Property B	Property C	
Type				
Address				
Date Purchased				
Original Cost				
Current Market Value				
Mortgage Holder Name				
Mortgage Balance				
Monthly Payment				
Mortgage Status				
<sup>4</sup> Other Assets	Type of Asset	Value	Pledged?	

<sup>5</sup> Notes to Others	Noteholder Name	Original Balance	Current Balance	Payment	Secured?

<sup>6</sup> Other Liabilities Describe other liabilities below

Income	
Salary	
Net Investment Income	
Business Income	
Other Income <sup>1</sup>	
TOTAL INCOME	

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

<sup>1</sup> 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
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**

<b>Income</b>	Monthly
Gross Salary:	
Gross Salary:	
Owner Business Draw	
Rental Income	
Interest/Dividend Income	
Other Income:	
Other Income:	
TOTAL MONTHLY INCOME	
<b>Expenses</b>	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 Resumé

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

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.

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Signature	Date
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Full Name (Print)
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Home Address
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City	State	Zip
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Social Security #	Driver's License or ID Number	Date of Birth
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## 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				