



Southeast Alaska Revolving Loan Fund - Application for Financing

Company Name: _____ Contact Name: _____

Mailing Address: _____

Physical Address: _____

Telephone: _____ Fax: _____

E-Mail Address: _____ Website: _____

SIC Code: _____ Date Opened: _____

All Applicable Information Below Must be Submitted with Loan Application

Fees

- Application fee required to begin the application process \$ _____ enclosed.
 - ➔ Business located in Juneau - \$100
 - ➔ Business located outside of Juneau, the greater of \$525 or 1.5% of the amount requested
- Credit report fees \$ _____ enclosed
 - ➔ \$25 for each individual borrower or guarantor (guarantees required from every owner with 20% or more ownership in borrower)
 - ➔ \$60 for each company borrower or guarantor

Personal Information

- Personal financial statement for each individual borrower or guarantor on Juneau Economic Development Council form "Personal Financial Statement"
- Last 2 years of personal tax returns (additional years may be required later), signed and dated
- Current resume(s) of applicant(s) and key members of your management team
- Three business references including business name, job title and phone number

Financial Information

- Last 2 years of business tax returns (additional years may be required later)
- Last 2 years of company-prepared balance sheets and income statements
- Current balance sheets and income statements (less than 60 days old)
- List of all outstanding debt. Include original amount, lender, present balance, interest rate, maturity date, monthly payment, collateral description, payment status (state current or provide past due amount)
- Current aged listing of accounts payable and receivable (less than 60 days old)
- Annual profit/loss projections for 5 years; if business is seasonal, provide monthly projections for 1 year and quarterly for years 2-5

Business Information (please include all that apply to your business)

- Articles of incorporation/organization and bylaws or operating agreements, certificate of incorporation, partnership agreements, joint venture agreements, business license copy, occupational or operating licenses, trademark registration (complete documentation of legal entity will be required before loan closing)
- Business plan including, business and product description, marketing plan, detailed analysis of competitive position, management and personnel, description of operations cycle, financial projections (most applicants, and all new businesses will be required to submit complete business plans with their application).
- Copies of insurance policies or quotes
- Copies of commercial lender's rejection letter(s) (not required for Juneau borrowers)
- Copies of existing and proposed leases, franchise agreements, title reports to real estate proposed as collateral
- Preliminary plans and specifications for new construction including contractor's estimates

Please explain any unchecked items on a separate sheet.



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Structure of Company. Please check one.

- | | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> C – Corporation | <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> S – Corporation | <input type="checkbox"/> Limited Liability Company | |
| <input type="checkbox"/> Professional Corporation | <input type="checkbox"/> Sole Proprietorship | |
| <input type="checkbox"/> General Partnership | | |

2. **Ownership of Company.** Please list all the individuals, corporations or partnerships owning 10% or more of the company, providing names, titles, percentage of interest and Social Security or Federal Tax ID numbers for each.

Name	Title	% Ownership	SSN/TIN

3. **Management.** List key members of your management team, their responsibilities and the number of years of experience each has in your type of business.

Name	Title	Yr. Exp.	Responsibilities

4. **Use of Funds.** Please specify how you plan to use loan proceeds in your business. Indicate amounts separately for equipment, working capital, etc., by description and cost.

Amount	Purpose
\$	
\$	
\$	
\$	
\$	
\$	Project Total
\$	Less Cash to be provided by owner or borrower
\$	Less Financing arranged from another lender
\$	Less Other Funding available (explain)
\$	Loan Amount Requested



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5. **Additional Required Information.** Please answer the following questions to the best of your ability, attaching additional sheets as necessary.

Credit Problems, Bankruptcy & Litigation.

- Has the company ever filed for bankruptcy? If yes, explain on a separate sheet.
- Have any individuals associated with the company (owner, officers, and major shareholders) ever filed for bankruptcy? If yes, explain.
- Are there any tax liens or civil judgments outstanding? If yes, explain.
- Is the company or any of its principal officers or shareholders involved in litigation, as either a plaintiff or defendant? If yes, explain.

Hazardous Waste.

- Is the company involved in the creation or disposal of hazardous waste or regulated materials? If yes, explain.
- Are any of the company's assets contaminated or impacted by environmental hazards? If yes, explain.

6. **Key Business Advisors.** Name/phone number of attorney: _____

Name/phone number of accountant or accounting service: _____

Name/phone number of CPA: _____

Name/phone number and company of insurance agent: _____

7. **Collateral.** Availability of collateral will, in part, determine the loan amount and structure. Please check all available collateral.

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> Accounts Receivable | <input type="checkbox"/> Marketable Securities | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Personal Assets | <input type="checkbox"/> Equipment | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Inventory | <input type="checkbox"/> Real Estate | <input type="checkbox"/> Other _____ |

8. **Jobs.** Job creation is a key mission of the Southeast Alaska Revolving Loan Fund. Please show the number of full time jobs at each wage range your company now provides and will provide over the next five years, provided it receives the financing requested. If the jobs are seasonal or part-time show them as a fraction of a full-time position. (For example" one half-time employee, working seasonally 6 months of the year would be shown as .25) Please include the owner's job(s) as well as all paid employees.

Wage Range	Current	Year 1	Year 2	Year 3	Year 4	Year 5
< \$8/hour						
\$8-10/hour						
\$11-15/hour						
\$16-25/hour						
>\$25/hour						

9. **Equal Opportunity Lender Data.** Please provide the following information for statistical purposes, and to evidence that Juneau Economic Development Council and the Southeast Alaska Revolving Loan Fund is an Equal Opportunity Lender. You may elect not to provide this information, if you wish. That decision will have no bearing on how we evaluate your loan application.



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Your Age	Your Gender	Your Background/Race	Your Background/Ethnicity
<input type="checkbox"/> 21-30 <input type="checkbox"/> 31-40 <input type="checkbox"/> 41-50 <input type="checkbox"/> 51-60 <input type="checkbox"/> Over 60	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Mixed Race <input type="checkbox"/> Other	<input type="checkbox"/> Hispanic Origin <input type="checkbox"/> Not of Hispanic Origin

Terms and Conditions of Application Acceptance & Evaluation

- ➔ Juneau Economic Development Council and Southeast Alaska Revolving Loan Fund agrees to maintain the confidentiality of all trade, commercial and financial information provided in this application.
- ➔ Applications for financing will be approved or rejected at the sole discretion of Southeast Alaska Revolving Loan Fund and Juneau Economic Development Council.
- ➔ The undersigned acknowledges and agrees that Southeast Alaska Revolving Loan Fund and Juneau Economic Development Council will investigate the creditworthiness of the Applicant Company, its principal officers and shareholders.
- ➔ The undersigned authorizes Southeast Alaska Revolving Loan Fund and Juneau Economic Development Council staff to communicate directly with the company's internal accounting staff and outside accounting, tax and audit professionals.
- ➔ Southeast Alaska Revolving Loan Fund requires a non-refundable loan application fee to defray a portion of the cost of underwriting. This fee is due to begin the application process. In the event a loan is approved and closed, some or all of the application fee may be credited toward loan origination fees. In most cases, the total loan fees will not exceed 2% of the loan amount. All fees and costs will be disclosed in writing prior to closing.

The statements in this application are warranted to be true, full, and complete. I/we have read, understand and agree to comply with all terms and conditions set forth in this application.

Date	Authorized Signature	Title
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Date	Authorized Signature	Title
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PLEASE RETURN COMPLETED APPLICATION TO:

Brian Holst, Executive Director
 Juneau Economic Development Council
 612 W. Willoughby Ave, Suite A
 Juneau, Alaska 99801-1732

Questions? Need Help?

CALL: (907) 523-2333
FAX: (907) 463-3929
EMAIL: bholst@jedc.org



Personal Financial Statement as of (date) _____

Please complete the following for (1) each proprietor, (2) each limited partner who owns 10% or more interest, and each general partner, (3) each stockholder owning 10% or more of voting stock, or (4) any other person or entity providing a guaranty of the loan.

Name #1		Date of Birth	Social Security #1	
Name #2 <i>(List both names if assets are owned jointly with spouse)</i>		Date of Birth	Social Security #2	
Residence Address		Mailing Address		
Home Phone	Mobile Phone	Fax	E-mail	
Business Name of Applicant/Borrower			Business Phone	

Assets	Balance (Omit Cents)	Liabilities	Balance (Omit Cents)
Cash on hand and in checking accounts What bank? _____		Accounts Payable	
Savings accounts and CDs What bank? _____		Notes & Installment Loans Payable (Section 8)	
Mutual Funds & Marketable Securities		Credit Cards (Section 10)	
IRA or other Retirement Accounts		Loan on Life Insurance	
Accounts & Notes Receivable (Section 9)		Mortgages on Real Estate (Section 7)	
Life Insurance *Cash Value only (Section 6)		Unpaid Taxes (Section 4)	
Stocks & Bonds (Section 2)		Other Liabilities (Section 5)	
Real Estate (Section 7)		Total Liabilities	\$
Automobile Yr./Make _____		Net Worth (Assets minus Liabilities)	
Automobile Yr./Make _____			
Other Assets (Section 3)			
Total Assets	\$	Total Liabilities & Net Worth	\$

Section 1 – Source of Income		Contingent Liabilities (Section 5)	
Gross Salaries/Wages from Employer		As Endorser or Co-Maker (describe)	
Net Investment Income		Legal Claims & Judgments (describe)	
Net Self-Employment Income		Provision for Federal Income Tax	
Net Rental Income		Other Special Debt	
Other Income (Describe below)		Other	
Description of Other Income			
<p><i>(Note: Alimony or child support payments need not be disclosed in Other Income unless such payments to be counted in total income.)</i></p>			

Section 2 – Publicly Traded Stocks & Bonds *(Use attachments as necessary. Each attachment must be identified as a part of the statement, signed and dated.)*

Number of Shares	Name of Securities	Cost	Market Value Quotation Or Exchange	Date of Quotation Or Exchange	Total Value
Total					\$

Section 3 – Other Personal Property & Other Assets including business investments not described above. (Include closely held stocks and partnership interests here. Show value on equity basis. Describe, and if any is pledged as security, provide details of debt in Section 8 below. If assets are pledged for the debt of others, state name and address of lienholders, amount of lien, terms of payment, and if delinquent, describe delinquency.)

Section 3 (continued)

Section 4 – Unpaid Taxes (Describe in detail: type, to whom payable, when due, amount, and to what property, if any a tax lien attaches.)

Section 5 – Other Liabilities (Describe in detail.)

Child/Spousal Support:

Contingent Liabilities for Loan Guarantees:

Pending Litigation/Judgments:

Obligations to the U.S. Government (Student Loans, SBA Guaranteed Loans, Payroll Taxes, etc.):

Other:

Section 6 – Life Insurance Held (Give face amount and cash surrender value of policies, name of insurance company and beneficiaries.)

Section 7 – Real Estate Owned (List each parcel separately. Each attachment must be identified as a part of the statement, signed and dated.)

Type of Property Address of Property	Date Acquired	Original Cost	Present Market Value	Loan Balance	Monthly P&I Pmts	Interest Rate	Loan Maturity Date	Annual Taxes Ins. & Condo Fees	Annual Maint. & Repair Cost	Monthly Rental Income	Name & Address of Mortgage Lender
Total			\$	\$	\$			\$	\$	\$	

Section 8 – Notes Payable to Bank and Others (Use attachments as necessary. Each attachment must be identified as a part of the statement, signed and dated.)

Name and Address of Noteholder(s)	Loan Amount / Original Balance	Current Balance	Payment Amount	Payment Frequency	Interest Rate	Maturity Date	Collateral Security
Total		\$	\$				

Section 9 – Notes and Accounts due from Others (Use attachments as necessary. Each attachment must be identified as a part of the statement, signed and dated.)

Name and Address of Payers	Loan Amount / Original Balance	Current Balance	Payment Amount	Payment Frequency	Interest Rate	Maturity Date	How Did Obligation Originate ¹	Collateral Security
Total		\$	\$					

Section 10 – Credit Cards/Charge Accts not listed above (Use attachments as necessary. Each attachment must be identified as a part of the statement, signed and dated.)

Name and Address of Card Issuer/Lender	Account Number	Credit Limit	Outstanding Balance	Minimum Monthly Payment	Monthly Payment You Usually Make	Expiration/ Maturity Date	Collateral Security
Total		\$	\$	\$	\$		

¹ For example, an insurance claim, a contract from sale of real estate, a loan made to a company or an individual.

Only U.S. Citizens, Permanent Resident Aliens, are eligible for financing from Juneau Economic Development Council and its Southeast Alaska Revolving Loan Fund. All applicants must provide proof of identity and citizenship and/or permanent residency.

I/we authorize Juneau Economic Development Council and its Southeast Alaska Revolving Loan Fund to make inquiries as necessary to verify the accuracy of the statements made and to determine my/our creditworthiness. I/we certify that the statements contained in the attachments and above are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan, equity capital, a guaranty, or some other financial accommodation. I/we understand FALSE statements may result in forfeiture of benefits and possible prosecution.

<input type="checkbox"/> I certify that I am a U.S. Citizen	<input type="checkbox"/> I certify that I am a U.S. Citizen
<input type="checkbox"/> I certify that I am a Permanent Resident Alien	<input type="checkbox"/> I certify that I am a Permanent Resident Alien
Have you ever filed bankruptcy? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever filed bankruptcy? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a will? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a will? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have life insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have life insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have disability insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have disability insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No

Signature	Date	Signature	Date
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For each Signer, please attach a copy of one of the following documents as proof of eligibility for financing:

- Certificate of Naturalization (Form N-550 or N-570)
- Certificate of U.S. Citizenship (Form N-560 or N-561)
- Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
- ID Card for use of Resident Citizen in the United States (Form I-179)
- Native American Tribal Document
- Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
- Permanent Resident Card or Alien Registration Receipt Card with photograph (Form I-151 or I-551)
- U.S. Citizen ID Card (Form I-197)
- U.S. Passport (unexpired or expired)

AND, if the document above does not include a photograph of you, please also attach a copy of a valid driver's license or state identification card.