



USBLF Loan Application Checklist

Please Provide the Items Marked with an "X"

BUSINESS INFORMATION	
	Application Form
	A History and Description of the Operating Business <i>(form included)</i>
	Articles of Incorporation and By-Laws <i>(if corporation)</i>
	Articles of Organization and Operating Agreement <i>(if LLC)</i>
	Interim Financial Statement Dated Within 60 Days for the Operating Company and Holding Company, if applicable <i>(Income Statement and Balance Sheet, with current signature and date)</i>
	Aging of Accounts Receivable and Payable <i>(same as of date as interim Balance Sheet)</i>
	Two Year Projected Income Statement with Supporting Assumptions (first year broken out monthly, second year annual) <i>(if applicable)</i>
	Business Debt Schedule for the Operating Company and Holding Company, if applicable <i>(form included)</i>
	Federal Tax Returns for the Last Three Years for the Operating Company and Holding Company, if applicable <i>(include all accompanying statements)</i>
	Franchise Agreement, if Applicable
	The Names of Affiliated Businesses as well as Federal Tax Returns <i>(including statements)</i> and Current Number of Full and Part-time Jobs for each of These Firms, if Applicable <i>(affiliated through ownership or management control)</i>
PERSONAL INFORMATION <i>for each owner of 20% or greater</i>	
	Personal Federal Tax Returns for the Last Three Years
	Personal Information Form <i>(form included)</i>
	Resume <i>(form included if needed)</i>
	Personal Financial Statement <i>(form included)</i>
	Copy of Personal Identification <i>(Drivers License, Passport, or Military ID)</i>
	Copy of DD214 <i>(if Veteran)</i>
	Bankruptcy Documentation <i>(If applicable)</i>
	Credit Explanation Letter <i>(If applicable)</i>
COLLATERAL INFORMATION	
	List of Collateral and Value <i>(form included)</i>
	Lease Agreement <i>(if leasing current building)</i>
	Construction Cost Budget <i>(either signed by the contractor or on their letterhead)</i>
	Equipment Bids/Invoices
	Environmental Questionnaire <i>(if current building is owned)</i>
	Existing Environmental Studies <i>(if current building is owned)</i>
REFINANCE INFORMATION	
	Creditor Authorization Letter
	Current Statement/Note
	Payoff with Wire Information



OPERATING COMPANY		
Company Name		DBA (Trade Name)
Company Address (Street, City, ST, Zip)		
Mailing Address (if different than above)		
Company Website		Company Phone
Principal in Charge	Cell Phone	Email
Secondary Contact	Cell Phone	Email
Type of Business		Date Established
Type of Entity <input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC		
EIN#		DUNS#
COMPANY OWNERSHIP		
Name	Title	% Ownership
Name	Title	% Ownership
Name	Title	% Ownership
Name	Title	% Ownership
Name	Title	% Ownership

REAL ESTATE HOLDING COMPANY <i>(if applicable) – If property is held personally, please indicate name here</i>		
Company Name		Date Established
Mailing Address		
Principal in Charge	Cell Phone	Email
Secondary Contact	Cell Phone	Email
Type of Entity <input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC		
EIN#		
COMPANY OWNERSHIP		
Name	Title	% Ownership
Name	Title	% Ownership
Name	Title	% Ownership
Name	Title	% Ownership
Name	Title	% Ownership



HISTORY AND DESCRIPTION OF BUSINESS	
Company Name	
When and by whom was the company established? When did you get control of the business (if applicable)?	
Describe the primary products and services of the business:	
What is the geographic market served by the business? <input type="checkbox"/> International <input type="checkbox"/> National <input type="checkbox"/> State <input type="checkbox"/> Local Explain:	
Exporter? <input type="checkbox"/> Yes <input type="checkbox"/> No (either currently or as a result of this loan)	If yes, what are the estimated total export sales this loan will support?
List key customers:	List major competitors
Provide a detailed narrative history of the business (including business history, management history and approach, business model, competitive advantages, industry niche, growth strategy, and the effect the SBA loan will have on business growth)	
Please attach or email (to loan officer) any website, news article, or other noteworthy company highlights/achievements.	



LOAN PROCEEDS		
	Amount	Description of Use
Inventory	\$	
Working Capital	\$	
Partner Buyout/Acquisition	\$	
Purchase Land/Real Estate	\$	
Renovate a Property	\$	
Make Leasehold Improvements	\$	
Purchase/Install Equipment	\$	
Purchase/Install Fixtures	\$	
Pay Outstanding Debt	\$	
Other Expenses	\$	
Total Project Costs	\$	

EMPLOYEES		
Number of Current Employees	Full-time:	Part-time:
Estimated Number of Employees in Two Years as a Result of this Loan	Full-time:	Part-time:
Estimated Number of Jobs to be Retained as a Result of this Loan	Full-time:	Part-time:

KEY EMPLOYEES				
Title	Name	Responsibilities	Years with Company	Years in Industry

	Number of Employees that Live Within 10 Miles of the Business Address
	Number of Employees that Live Greater than 10 Miles from the Business Address



BANK AND TRADE REFERENCES

BANK REFERENCES

Bank	Account Officer	Phone Number

TRADE REFERENCES

Company	Contact Person	Phone Number

MISCELLANEOUS QUESTIONS

Have you or any of your companies ever been involved in bankruptcy or insolvency proceedings? <i>If yes, please provide details on the notes page or on a separate signed sheet. Also email/attach all bankruptcy discharge documents.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Are you and/or your business involved in any pending or prior lawsuits? <i>If yes, please provide a written explanation, including the amount of potential loss, on the notes page or on a separate signed sheet.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Have you ever received an SBA Loan? (504, 7A, Express, etc.) <i>If yes, please provide a copy of the SBA Loan Authorization and the following: SBA Loan Number, Date of Loan, Original Amount, Current Balance, Status of Loan, and Name of Lender.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
SBA Loan Number	Date of Loan
Original Amount	Current Balance
Status of Loan	Name of Lender

NOTES

Provide any notes or further explanations; attach a separate signed sheet if necessary.

Submitted By	Date
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COLLATERAL LIST				
Item	Value	Serial/VIN Number	Prior Lien Amount	Creditor
Description/Comments:				
Item	Value	Serial/VIN Number	Prior Lien Amount	Creditor
Description/Comments:				
Item	Value	Serial/VIN Number	Prior Lien Amount	Creditor
Description/Comments:				
Item	Value	Serial/VIN Number	Prior Lien Amount	Creditor
Description/Comments:				
Item	Value	Serial/VIN Number	Prior Lien Amount	Creditor
Description/Comments:				
Item	Value	Serial/VIN Number	Prior Lien Amount	Creditor
Description/Comments:				
Item	Value	Serial/VIN Number	Prior Lien Amount	Creditor
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Item	Value	Serial/VIN Number	Prior Lien Amount	Creditor
Description/Comments:				
Item	Value	Serial/VIN Number	Prior Lien Amount	Creditor
Description/Comments:				
Item	Value	Serial/VIN Number	Prior Lien Amount	Creditor
Description/Comments:				
Item	Value	Serial/VIN Number	Prior Lien Amount	Creditor
Description/Comments:				

Please attach or email (to loan officer) additional sheets if necessary.



USBLF Personal History Form

The Personal History Form needs to be filled out for each person who is a 20% or greater owner of the Operating Company, Holding Company, as well as anyone who is an officer or director of said companies.

PERSONAL HISTORY			
Company name			
Your Name (First, Middle, Maiden, Last)			Social Security Number
Aliases			
Date of Birth	Place of Birth	Race**	Gender**
Home Address (Street, City, State, Zip)			
At Current Address From		To PRESENT	Veteran? ** <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, attach copy of DD214</i>
Cell Phone	Business Phone	Email	
Previous Address (Street, City, State, Zip)			
From		To	

Spouse's Name (First, Middle, Maiden, Last)			
Date of Birth	Place of Birth	Race**	Gender**

Are you employed by the US Government? If yes, give name of agency and position: <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a US Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you been arrested in the past six months for any criminal offense? <input type="checkbox"/> Yes <input type="checkbox"/> No	
For any criminal offense – other than a minor vehicle violation – have you ever: 1) been convicted; 2) plead guilty; 3) plead nolo contendere; 4) been placed on pretrial diversion; or 5) been placed on any form of parole or probation (including probation before judgment)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Has an application for the loan you are applying for now ever been submitted to SBA or to a Certified Development Company or lender in connection with any SBA program? <input type="checkbox"/> Yes <input type="checkbox"/> No	

<input type="checkbox"/> Resume Attached
<input type="checkbox"/> Copy of Valid Picture ID(Drivers License, Passport, or Military ID) Attached

Signature	Date
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*** The gender/race/ethnicity/veteran data is collected for program reporting purposes only. Disclosure is voluntary and has no bearing on the credit decision.*



USBLF Resume Form

This form or a separate prepared resume can be attached to the application.

MILITARY SERVICE BACKGROUND	
Branch	From To
Rank at Discharge	Honorable? <input type="checkbox"/> Yes <input type="checkbox"/> No

WORK EXPERIENCE	
Name of Company	% of Business Owned
Full Address (Street, City, State, Zip)	
Title	From To
Duties	

Name of Company	% of Business Owned
Full Address (Street, City, State, Zip)	
Title	From To
Duties	

Name of Company	% of Business Owned
Full Address (Street, City, State, Zip)	
Title	From To
Duties	

EDUCATION	
Name of School	Attended From To
Major	Degree
Comments	

Name of School	Attended From To
Major	Degree
Comments	

IMPORTANT INFORMATION ABOUT IDENTIFICATION PROCEDURES FOR PROCESSING A USBLF LOAN

To help the government fight the funding of terrorism and money laundering activities, Federal law requires Certified Development Companies to obtain, verify, and record information that identifies each person who applies for a loan.

What this means for you: When you apply for a USBLF loan, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We will also ask to see your driver's license or other identifying documents.

AUTHORIZATION TO RELEASE INFORMATION

I/We hereby authorize any financial corporations, insurance companies, investors, credit bureaus, employers, banks, U.S. Small Business Administration, IRS (including 4506-T information), etc., to release any and/or all information on my/our records and/or accounts to the Utah Small Business Loan Fund or its manager, Mountain West Small Business Finance at its request.

I/We also authorize any information to be released by my/our original or photocopied signature.

I/We understand that we are applying for a USBLF loan through its manager, Mountain West Small Business Finance.

I/We hereby certify that the enclosed information, including any attachments or exhibits provided here within or at a later date, is valid and correct to the best of my/our knowledge.

By: _____ Date: _____

Printed Name

SSN: _____

By: _____ Date: _____

Printed Name

SSN: _____

By: _____ Date: _____

Printed Name

SSN: _____

EQUAL CREDIT OPPORTUNITY ACT AND FAIR CREDIT REPORTING ACT

If we take adverse action on your application for credit, you have the right to a statement of specific reasons as to why we took such adverse action within 30 days if you request the statement within 60 days of our notification. You may contact Scott Davis, President, at 2529 East 3300 South, Salt Lake City, Utah, 84109; Phone: 801.474.3232, to obtain a statement of reasons. The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Associate Deputy Administrator for Capital Access, United States Small Business Administration, 409 Third Street, SW, 8th Floor, Washington, DC 20416 administers Mountain West's compliance with the Equal Credit Opportunity Act.

THE FAIR CREDIT REPORTING ACT

If we take adverse action on your application for credit, you have the right, under the Fair Credit Reporting Act, to know the information contained in your credit file at the consumer-reporting agency. The reporting agency will play no part in our decision and would be unable to supply specific reasons why we have denied credit to you. You have the right to obtain a free copy of your credit report from any reporting agency that provides a report to us (we will notify you which reporting agency was used), if you request it no later than 60 days after you receive an adverse action notice from us:

Experian: PO Box 2002, Allen, TX 75013 888.397.3742

Equifax: PO Box 740241, Atlanta, GA 30374 800.685.1111

Trans Union: PO Box 1000, Chester, PA 19022 800.888.4213

In addition, if you find that any information contained in the report you receive is inaccurate or incomplete, you have the right to dispute any inaccuracy or incompleteness with the reporting agency that provided the report by submitting a request to the agency.

If you have any questions regarding this letter, you should contact us at: Mountain West Small Business Finance, 2595 East 3300 South, Salt Lake City, UT 84109. Telephone: 801.474.3232.