|  |  |
| --- | --- |
| **BUSINESS INFORMATION** | |
|  | Application Form |
|  | A History and Description of the Operating Business *(form included)* |
|  | Evidence that Credit is not Available Elsewhere |
|  | Articles of Incorporation and By-Laws *(if corporation)* |
|  | Articles of Organization and Operating Agreement *(if LLC)* |
|  | Interim Financial Statement Dated Within 60 Days for the Operating Company and Holding Company, if applicable *(Income Statement and Balance Sheet, with current signature and date)* |
|  | Aging of Accounts Receivable and Payable *(same as of date as interim Balance Sheet)* |
|  | Two Year Projected Income Statement with Supporting Assumptions (first year broken out monthly, second year annual) *(If applicable)* |
|  | Business Debt Schedule for the Operating Company and Holding Company, if applicable *(form included)* |
|  | Federal Tax Returns for the Last Three Years for the Operating Company and Holding Company, if applicable *(include all accompanying statements)* |
|  | Franchise Agreement, if Applicable |
|  | The Names of Affiliated Businesses as well as Federal Tax Returns *(including statements)* and Current Number of Full and Part-time Jobs for each of These Firms, if Applicable *(affiliated through ownership or management control)* |
| **PERSONAL INFORMATION** *for each owner of 20% or greater* | |
|  | Personal Federal Tax Returns for the Last Three Years |
|  | Personal Information Form *(form included)* |
|  | Resume *(form included if needed)* |
|  | Personal Financial Statement *(form included)* |
|  | Copy of Personal Identification *(Drivers License, Passport, or Military ID)* |
|  | Copy of DD214 *(if Veteran)* |
|  | Bankruptcy Documentation *(If applicable)* |
|  | Credit Explanation Letter *(If applicable)* |
| **COLLATERAL INFORMATION** | |
|  | List of Collateral and Value *(form included)* |
|  | Lease Agreement *(if leasing current building)* |
|  | Construction Cost Budget *(either signed by the contractor or on their letterhead)* |
|  | Equipment Bids/Invoices |
|  | Environmental Questionnaire *(if current building is owned)* |
|  | Existing Environmental Studies *(if current building is owned)* |
| **REFINANCE INFORMATION** | |
|  | Creditor Authorization Letter |
|  | Current Statement/Note |
|  | Payoff with Wire Information |



**USBLF Loan Application Checklist**

*Please Provide the Items Marked with an “X”*



**USBLF Loan Application**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 □ Proprietorship □ Partnership □ Corporation □ LLC | | | | | | |
| EIN# | | | | DUNS# | | |
| COMPANY OWNERSHIP | | | | | | |
| Name | | | Title | | | % Ownership |
| Name | | | Title | | | % Ownership |
| Name | | | Title | | | % Ownership |
| Name | | | Title | | | % Ownership |
| Name | | | Title | | | % Ownership |
|  |  | | | |  | |
| **REAL ESTATE HOLDING COMPANY** *(if applicable) – If property is held personally, please indicate name here* | | | | | | |
| Company Name | | | | | Date Established | |
| Mailing Address | | | | | | |
| Principal in Charge | | Cell Phone | | | Email | |
| Secondary Contact | | Cell Phone | | | Email | |
| Type of Entity □ Proprietorship □ Partnership □ Corporation □ LLC | | | | | | |
| EIN# | | | | | | |
| COMPANY OWNERSHIP | | | | | | |
| Name | | | Title | | | % Ownership |
| Name | | | Title | | | % Ownership |
| Name | | | Title | | | % Ownership |
| Name | | | Title | | | % Ownership |
| Name | | | Title | | | % Ownership |



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| --- | --- | --- |
| **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? □ International □ National □ State □ Local  Explain: | | |
| Exporter? □ Yes □ 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. | | |



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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 |
|  |  | | |  | | |  |  |
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|  |  | | |  | | |  |  |
|  | 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** | |
|  |  | |  | |
|  |  | |  | |
|  |  | |  | |
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| **MISCELLANOUS QUESTIONS** | | | | |
| Have you or any of your companies ever been involved in bankruptcy of insolvency proceedings?  *If yes, please provide details on the notes page or on a separate signed sheet. Also email/attach all bankruptcy discharge documents.* | | | | □ Yes □ No |
|  | | | | |
| Are you and/or your business involved in any pending or prior lawsuits?  *If yes, please provide a written explanation, including the amount of potential loss, on the notes page or on a separate signed sheet.* | | | | □ Yes □ No |
|  | | | | |
| Have you ever received an SBA Loan? (504, 7A, Express, etc.)  *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.* | | | | □ Yes □ No |
| SBA Loan Number | Date of Loan | | | |
| Original Amount | Current Balance | | | |
| Status of Loan | Name of Lender | | | |
|  | | | | |
| **EXPLANATION WHY CREDIT IS NOT AVAILABLE FROM TRADITIONAL SOURCES** | | | | |
|  | | | | |
|  | | | | |
| **NOTES** | | | | |
| Provide any notes or further explanations; attach a separate signed sheet if necessary. | | | | |
|  | | | | |
| Submitted By | | Date | | |



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |
| 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: | | | | |

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



|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BUSINESS LONG TERM OBLIGATIONS AND LINES OF CREDIT** | | | | | | | | |
| **Creditor** | **Present Balance** | **Original Amount** | **Interest Rate** | **Monthly Payment** | **Maturity Date** | **Original Date** | **Security** | **Status** |
|  |  |  |  |  |  |  |  |  |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LINES OF CREDIT** | | | | | | | | |
| **Payable To** | **Current Balance** | **Credit Limit** | **Interest Rate** | **Monthly Payment** | **Maturity Date** | **Original Date** | **Security** | **Status** |
|  |  |  |  |  |  |  |  |  |
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**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?\*\* □ Yes □ No  *If yes, attach copy of DD214* | | |
| 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:  □ Yes □ No | | | | | Are you a US Citizen?  □ Yes □ No |
| Are you presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction?  □ Yes □ No | | | | | |
| Have you been arrested in the past six months for any criminal offense?  □ Yes □ 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)?  □ Yes □ 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?  □ Yes □ No | | | | | |
|  | | | | | |
| □ Resume Attached | | | | | |
| □ Copy of Valid Picture ID(Drivers License, Passport, or Military ID) Attached | | | | | |
|  | | | | | |
| Signature | | | | Date | |

*\*\* 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? | □ Yes □ 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 IDENTIFACTION PROCEEDURES 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 it’s 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 they 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: |  |
|  |  | SSN: |  |
|  | Printed Name |  |  |
| By: |  | Date: |  |
|  |  | SSN: |  |
|  | Printed Name |  |  |
| By: |  | Date: |  |
|  |  | SSN: |  |
|  | Printed Name |  |  |

# 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.*