

ML & SB LOANS – COACH CHECKLIST

Applicant: _____ **Business Name:** _____

DATE FORMS GIVEN TO APPLICANT _____

DATE RECEIVED COMPLETED FROM APPLICANT _____

DATE COACH HANDED OFF TO LOAN OFFICER _____

Type of Loan: **Microloan** _____ **Pd. \$100** **Small Business Loan** _____ **Pd. \$250**

Coach MUST submit the following items:

- _____ 1. Credit Report
- _____ 2. Authorization to Release Information (original to Loan Officer, copy in customer file)
- _____ 3. ML/SB Loan Application
 - Pages 1 thru 6 for ML and SBL
 - FmHa 1940-20 Request for Environmental Information
 - RD 400-4 Assurance Agreement
 - Current Financial Statement/Cash Flow
 - Planning – Microloans complete Marketing Questionnaire, Small Business Loans submit Business Plan.
- _____ 4. Last 2 pay stubs – or other documentation to support income
- _____ 5. Last year's Tax Returns (most current) – or other documentation to support income
- _____ 6. Proof of tribal enrollment or permanent residence (copy of water, electric, or CRST TA bill)
- _____ 7. Tribal Business License , and/or other business licenses
- _____ 8. Resume
- _____ 9. Copies of training Certificate(s); Number of training hours: _____
- _____ 10. **Copy** of Title with Loan Application (submit if using vehicle as collateral)
 - Must bring Original Title to Loan Closing
 - Title must be in Borrower's name unless title belongs to co-signer
 - Proof of insurance

OR

Pictures of Collateral with Serial number(s) AND Equity with serial number(s)
(submit if using non-vehicle items)
- _____ 11. Payroll deduction form or ACH Authority (optional)

Advertising

- _____ Ad in Newspaper
- _____ Fliers Posted
- _____ Business Cards made
- _____ Logo made

Signage

- _____ Needed
 - _____ Not needed
- If signage is needed, what is deadline to erect?

Bookkeeping

- _____ QuickBooks training
- _____ Manual Bookkeeping training

Date: _____

COACH RESEARCH ITEMS

NAICS Code _____ Description _____

Physical home address: _____

Directions to home address: _____

Does borrower want fees included in loan? Yes _____ or No _____
Loan Closing Fee (1% of loan) _____ and Lien fee: _____ and/or UCC Fee: _____
Other: _____

Major Suppliers: _____

TA Required
Prior to Loan closing? (What kind of TA) _____

Total TA Hrs. to complete this Loan Application: _____

Key Business Risks:
1. _____
2. _____
3. _____

Jobs Created: _____ Self: _____ Full-time: _____ Part-time: _____	Jobs Maintained: _____ Self: _____ Full-time: _____ Part-time: _____	CREATE Yes, _____ Date Certificate encl. No	CWCID Yes, _____ Date Verification encl. No
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Notes:

Microloan and Small Business
LOAN APPLICATION

TAALA FUND

PO BOX 702 TAHOLAH, WA

4471 STATE ROUTE 109, PACIFIC BEACH, WA

PHONE: (360) 276-0118 OR 276-0126

FAX: (360) 276-0167

TAALA FUND APPLICATION FOR BUSINESS LOAN

Name of Applicant Business		Employer Identification Number or SSN
Full Street Address of Business		Telephone No. (incl. area code)
Type of Business	Date established	Fax No. (incl. area code)
		Cell Phone No. (incl. area code)
Legal form of Business <input type="checkbox"/> C-Corp <input type="checkbox"/> S-Corp <input type="checkbox"/> Ltd. Liability Corp <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship		Number of Employees At time of application _____
Do you have ownership in any other business? If yes, please provide name and address:		How many jobs will be create if loan is approved? _____

PURPOSE OF LOAN (Describe how the loan will help you start, develop or expand your business.)

Please identify how the loan proceeds will be used:	Dollar Amount	COLLATERAL: (include current business assets, personal assets and business assets to be purchased with loan proceeds)
Acquisition and/or repair of machinery/equipment _____	_____	Dollar Amount
Contract financing _____	_____	Accounts receivable _____
Inventory purchase _____	_____	Furniture, fixtures _____
Operating Capital _____	_____	Inventory _____
Leasehold improvements _____	_____	Machinery/equipment _____
Purchase new or existing franchise _____	_____	Real estate equity _____
Purchase/expand/renovate real estate _____	_____	Auto (Year _____ Make _____) _____
Restructure of debt _____	_____	Other: _____
TOTAL LOAN REQUESTED _____	_____	Other: _____
Your requested length of repayment is: _____ years	_____	TOTAL _____

OWNER INFORMATION	Date of Birth	Social Security Number	Address	Phone #	% of Ownership
Name and Title					
Attach a separate sheet for any additional owners.				Total Ownership	100%

- a. Has the Applicant or any Owner of the company ever been convicted, charged with or arrested for any criminal offense other than a minor motor vehicle violation? Yes ___ No ___ If yes, furnish details in a separate exhibit.
- b. Is the Applicant or any Owner a party to a claim or lawsuit? Yes ___ No ___ If yes, furnish details in a separate exhibit.
- c. Are any business assets currently pledged as collateral? Yes ___ No ___ If yes, furnish details in a separate exhibit.
- d. Has the Applicant or any Owner ever declared bankruptcy? Yes ___ No ___ If yes, furnish details in a separate exhibit.

AGREEMENT/SIGNATURE (S)

The applicant certifies that all information provided in conjunction with this application for credit is complete, true and correct and authorizes Community Capital Development to obtain credit reports on the Applicant, Owner(s) and any Guarantor, if required. If approved for a loan, all parties agree to comply with the terms and conditions of the loan documents. Each person signing below certifies they are authorized to do so.
 A loan submission request does not guarantee an approved loan.

Authorized Signature	Printed Name and Title	Date
Authorized Signature	Printed Name and Title	Date

COLLATERAL: Please list your collateral.

Item	Value	Appraisal Date	Appraisal Attached?
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL	\$ _____		

OWNER'S EQUITY: (Microloans and Business Loans only)

	Total Value	Evidence Attached (description of evidence)
Prior Investment in Existing Business Assets:		
Description: _____	Value \$ _____	_____
Description: _____	Value \$ _____	_____
Description: _____	Value \$ _____	_____
Description: _____	Value \$ _____	_____
Total Value:	\$ _____	

Investment intended before Loan Closing:

Description: _____	Cost \$ _____	_____
Description: _____	Cost \$ _____	_____
Description: _____	Cost \$ _____	_____
Description: _____	Cost \$ _____	_____
Total Est. Cost	\$ _____	

Equity Capital Invested by Borrower in Project \$ _____

SOURCES & USES: (Microloans and Business Loans only)

SOURCES		USES	
Owner's Equity	\$ _____	Furniture/Fixtures	\$ _____
Senior Loan Proceeds	\$ _____	Machinery/Equip/Computers	\$ _____
TAALA Loan Proceeds	\$ _____	Inventory	\$ _____
Total Sources:	\$ _____	Working Capital	\$ _____
		Other (describe)	\$ _____
		Total Project Costs:	\$ _____

APPLICATION FEE

TAALA Fund, Inc. requires Applicants to pay an Application Fee prior to submitting the Loan Application for consideration. This fee helps to defray some of our costs to review the application and obtain credit and other information in connection with our review.

LOAN PRODUCT	APPLICATION FEE
_____ Microloans	\$100.00
_____ Business Loans	\$250.00

Marketing Questionnaire – Required for microloans only.

Please answer the following questions on a separate sheet(s) of paper:

1. What is your location and how is it important or irrelevant to your business success?
2. What is your service area?
3. Describe your products and/or services and why they are needed?
4. What are the special features of your product or service?
5. What products/services are you planning to offer in the future?
6. Describe your customers (target market)? What is their age? Income? Where do they live? Where do they buy the products/services you are selling?
7. Is your target market large enough to generate profit or will you be expanding your market? What markets would you expand to?
8. How do you plan to promote and advertise your product or service? Be Specific.
9. How many people can you reach with these methods and how many will make purchases?
10. List your competitors (locally, regionally, and nationally) and compare them to you in terms of location, service and price
11. How does your product/service differ from your competitors?
12. What should your customers know about your business that will motivate them to buy from you?

Business Balance Sheet

Business Name: _____

Owner(s): _____

Assets	
Current Assets:	\$ _____
Cash	\$ _____
Accounts Receivable (money owed to you)	\$ _____
Inventory	\$ _____
Other current assets	\$ _____
<i>Total Current Assets</i>	\$ _____
Fixed Assets	\$ _____
Land	\$ _____
Buildings (-accumulated depreciation)	\$ _____
Equipment (-accumulated depreciation)	\$ _____
<i>Total Fixed Assets</i>	\$ _____
Total Assets	\$ _____
Liabilities	
Current Liabilities:	\$ _____
Accounts payable	\$ _____
Notes Payable	\$ _____
Other current liabilities	\$ _____
<i>Total Current Liabilities</i>	\$ _____
Total Liabilities	\$ _____
Owner's Equity	
Additional paid-in capital	\$ _____
Retained Earnings	\$ _____
<i>Total Owner's Equity</i>	\$ _____
Total Liabilities & Owner's Equity	\$ _____

Business Income Statement (P/L)

_____ Actual
 _____ Projected (synopsis of 12 mo. Projection)

Business Name: _____

Owner(s): _____

SALES

Net Sales		\$ _____
Cost of Goods Sold:		
Beginning Inventory	\$ _____	
Purchases	\$ _____	
Labor	\$ _____	
Freight	\$ _____	
Commissions	\$ _____	
	Total	\$ _____
	Less Ending Inventory	\$ _____
	Total Cost of Goods Sold	\$ _____
	- GROSS PROFIT	\$ _____

EXPENSES

Advertising	\$ _____	
Car & Truck expenses	\$ _____	
Commissions & Fees	\$ _____	
Contract Labor	\$ _____	
Employee benefit programs	\$ _____	
Insurance (other than health)	\$ _____	
Interest		
a. Mortgage (pd to banks, etc.)	\$ _____	
b. Other	\$ _____	
Legal & professional services	\$ _____	
Office expense	\$ _____	
Pension & profit-sharing plans	\$ _____	
Rent or lease		
a. Vehicles, machinery & equipment	\$ _____	
b. Other business property	\$ _____	
Repairs and maintenance	\$ _____	
Supplies (not included in GOGS)	\$ _____	
Taxes and Licenses	\$ _____	
Travel, meals, & Entertainment		
a. Travel	\$ _____	
c. Deductible meals & entertainment	\$ _____	
Utilities	\$ _____	
Wages (less employment credits)	\$ _____	
Other expenses	\$ _____	
	Total Expenses	\$ _____
Net Profit Before Taxes		\$ _____
Income Taxes	\$ _____	
	PROFIT AVAILABLE FOR OWNER	\$ _____

Personal Financial Statement

Name: _____

Spouse: _____

SS#: _____

ASSETS	
<i>Liquid Assets</i>	
Cash (checking & savings accounts)	_____
Short-term investments	_____
Treasury Bills	_____
Savings Certificates	_____
Money Market Funds	_____
Cash Value of Life Insurance	_____
Total Liquid Assets	_____
 <i>Investment Assets</i>	
Notes Receivable	_____
Marketable Securities	_____
Bonds	_____
Real Estate (investment)	_____
Tax Incentive Investments	_____
Retirement Funds	_____
Total Investment Assets	_____
 <i>Personal Assets</i>	
Residence	_____
Vacation Property	_____
Art, Antiques	_____
Furnishings	_____
Vehicles	_____
Other	_____
Total Personal Assets	_____
Total Assets: \$	_____

LIABILITIES	
<i>Short-term</i>	
Credit Cards (from below)	_____
Car Loan	_____
Construction Liens/Notes/Balances Due	_____
Loan on Life Insurance	_____
Installment Loans	_____
Accrued Income Taxes	_____
Other Debt	_____
Total Short-term Liabilities	_____
 <i>Long-term</i>	
Loans to Purchase Personal Assets	_____
Loan to Acquire Business	_____
Mortgage on Personal Residence	_____
Note to Business	_____
Total Long-term Liabilities	_____
 <i>Contingent Liabilities</i>	
Endorser	_____
Guarantor (SBA Loan)	_____
Damage Claims	_____
Taxes	_____
Other	_____
Total Contingent Liabilities	_____
Debt/Worth:	_____
Net Worth:	_____
Total Liabilities: \$	_____

