

U.S. SMALL BUSINESS ADMINISTRATION
APPLICATION FOR LOWDOC LOAN

OMB Approval No. 3245-0016

Expiration Date: 6/30/99

A. BORROWER

Please Print Legibly or Type **(ALL BLANKS MUST BE COMPLETED, Use "N/A," if Blank is Not Applicable)**

Business Name _____ Trade Name (if different) _____ Type: Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Other <input type="checkbox"/> Address _____ City _____ State _____ County _____ Zip _____ Mailing Address (if different from above) _____ City _____ State _____ County _____ Zip _____ Phone _____ IRS Tax ID # _____ Business Bank _____ Checking Balance \$ _____	Nature of Business _____ Date Business Established _____ Date Current Ownership Established _____ Number of employees _____ Number of affiliate(s) employees _____ Total number of employees after Loan _____ Exporter? Yes <input type="checkbox"/> No <input type="checkbox"/> Pre-Qual? Yes <input type="checkbox"/> No <input type="checkbox"/> Franchise? Yes <input type="checkbox"/> No <input type="checkbox"/> Name _____
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B. LOAN REQUEST

AMOUNT \$ _____ Maturity: _____ Purpose: _____
 Have you employed anyone to prepare this application? Yes No If Yes, how much was paid? \$ _____ How much do you owe? \$ _____
 Name of Packager _____ Packager's Tax ID No. or Social Security No. _____

C. INDEBTEDNESS: Furnish information on ALL BUSINESS debts, contracts, notes and mortgages payable. Indicate by an (*) items to be paid by loan proceeds.

To Whom Payable	Orig. Amount	Orig. Date	Cur. Balance	Int. Rate	Maturity Date	Pmt. Amt.	Pmt Frequency	Collateral	Status

D. PRINCIPALS: Submit all information in this section for each principal of the business. Use separate attachments for each principal.

D1 Full Name _____ Phone _____ Social Security Number _____ Title _____
 Address _____ City _____ State _____ Zip _____
 Date of Birth _____ Place of Birth (City, ST or Foreign Country) _____ U.S. Citizen? Yes No If No, Alien reg. # _____

D2 Percentage Owned _____% Veteran *: Non-Veteran Vietnam Era Veteran Other Veteran Gender *: Female Male
 Race*: African American Puerto Rican Native American Hispanic Asian/Pacific Islander Eskimo & Aleuts Caucasian Multi-Ethnic

***This data is collected for statistical purposes only. It has no bearing on the credit decision. Disclosure is voluntary.**

D3 PERSONAL FINANCIAL STATEMENT: Complete for all principals with 20% or more ownership.

Liquid Assets \$ _____ Ownership in Business \$ _____ Real Estate \$ _____ Assets Other \$ _____ Total Assets \$ _____
 Liabilities Real Estate \$ _____ Liabilities Other \$ _____ Total Liabilities \$ _____ Net Worth (less value of business) \$ _____
 Annual Salary \$ _____ Other Source of Repayment \$ _____ Source _____ Residence: Own Rent Other Mthly Housing \$ _____

D4 PREVIOUS SBA OR OTHER GOVERNMENT FINANCING: For all owners, principals, partners, and affiliates.

Borrower Name	Name of Agency	Loan No.	Date	Amount	Balance	Status

D5 ELIGIBILITY AND DISCLOSURES:

- I. Are you or your business involved in any pending lawsuits? Yes No If Yes, provide the details as Exhibit A.
- II. Do you or your spouse or any member of your household, or anyone who owns, manages, or directs your business or their spouses or members of their households work for the Small Business Administration, Small Business Advisory Council, SCORE or ACE, any Federal Agency, or the participating lender? Yes No If Yes, please provide the name and address of the person and the office where employed. Label this Exhibit B.
- III. Affiliates: Do you or the applicant business have any interest in any other business as owner, principal, partner or manager? Yes No If Yes, Please provide details to Lender.
- IV. Are you: (a) presently under indictment, on parole or probation, Yes No or (b) have ever been charged with or arrested for any criminal offense other than a minor motor vehicle violation (including offenses which have been dismissed, discharged, or nolle prosequi) Yes No or (c) convicted, placed on pretrial diversion, or placed on any form of probation including adjudication withheld pending probation for any criminal offense other than a minor motor vehicle violation? Yes No **If Yes to an "IV" question, Lender must submit application to local SBA Office for processing under the regular 7(a) program.**
- V. **I have received and read SBA Form 1261, STATEMENTS REQUIRED BY LAW AND EXECUTIVE ORDER.**

If you knowingly make a false statement or overvalue a security to obtain a guaranteed loan from SBA you can be fined up to \$10,000 and/or imprisoned for not more than five years under 18 U.S.C.1001; if submitted to a Federally insured institution, under 18 USC 1014 by Imprisonment of not more than twenty years and/or a fine of not more than \$1,000,000. I authorize the SBA's Office of Inspector General to request criminal record information about me from criminal justice agencies for the purpose of determining my eligibility for programs authorized by the Small Business Act, as amended.

VI. Signature _____ Date _____

E. SIGNATURE

I authorize SBA/Lender to make inquires as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I agree that if SBA approves this loan application I will not, for at least two years, hire as an employee or consultant anyone that was employed by the SBA during the one year period prior to the disbursement of the loan. And, I hereby certify that: (1) as consideration for any Management, Technical, and Business Development Assistance that may be provided, I waive all claims against SBA and its consultants, and (2) all information contained in this document and any attachments is true and correct to the best of my knowledge,

Print Name _____ Date _____
 Signature _____ Title _____
 If Corporation, Attested By: _____

Signature of Corporate Secretary

U.S. SMALL BUSINESS ADMINISTRATION
INSTRUCTIONS FOR APPLICANT ON HOW TO COMPLETE THE SBALowDoc APPLICATION

The following directions provide assistance in completing the SBALowDoc application. Each numbered section in this guide corresponds to the same number on the SBALowDoc application. Please type or print legibly. **SBALowDoc uses a credit scoring system, thus ALL application entries must be completed or use "N/A" if Blank does not apply.** If necessary, use separate sheets of paper for additional answers to each section.

SECTION A: BORROWER

1. Business Name - Legal name of the entity applying for SBALowDoc loan.
2. Trade Name - The operating name, if different from business name.
3. Type - Legal organizational structure of the business.
4. Address - Street address of the business.
5. City, State, County, Zip - City, state, county, and zip of the business.
6. Mailing Address (if different from street address).
7. Phone - Telephone number, including area code of the business.
8. IRS Tax ID # - The business employer I.D. number assigned by the IRS, or the owner's Social Security number. Please **do not** use "Pending" on this line.
9. Business Bank - Financial Institution business is currently using for checking and/or loans.
10. Checking Balance - Current amount business has in checking account.
11. Nature of Business - Examples: dairy farm, manufacture tires, wholesale shoes, retail toys, lawyer, etc.
12. Date Business Established - The original date the business was started.
13. Date Current Ownership Established - The date of **the most recent change** in ownership. This includes the date that the current owners acquired or purchased this business **or** the date of any change in the percentages of ownership of the current owners.
14. # of employees - Number of full and part-time employees on payroll for each pay period for the last 12 months averaged by the number of pay periods.
15. # of affiliate(s) employees - Please note that **affiliates** are defined as businesses that have common ownership, common management, or contractual relationships that give one control over the other. Calculate same as #14.
16. After the Loan - Anticipated number of employees the business will employ within two years from the date of the loan.
17. Exporter - Mark appropriate box if business exports any product or service.
18. Pre-Qual - Mark appropriate box if Pre-Qualification service used.
19. Franchise - Mark appropriate box if business is a franchise.
20. Franchise name - If business is a franchise.

SECTION B: LOAN REQUEST (Total of all SBA debt including this application and debt to affiliates except disaster loans, cannot exceed \$150,000)

1. Amount - Total amount of loan requested by borrower.
2. Maturity - Number of months or years until loan is to be repaid.
3. Purpose - Briefly explain how the loan will be used.
4. Have you employed anyone to prepare this application - Check appropriate box and provide amount paid, name of packager, Social Security number or Tax I.D. number of packager.

SECTION C: INDEBTEDNESS - Please provide the requested information on all business debts. **NO** personal debts should be listed in these blocks unless said debts were used for business purposes. Add additional sheet if necessary. Provide the number of scheduled payments in a 12-month period or other terms, if appropriate, to report "Pmt. Frequency."

SECTION D: PRINCIPALS Complete this section for each principal. Section D can be photocopied for this purpose. **Account for 100 percent of ownership. Principal** includes: 1) the owner of a sole proprietorship; 2) each partner of a partnership; 3) each officer, director, and holder of voting stock of a corporation or a limited liability company; 4) any other person, including a hired manager, who has authority to speak for and commit the borrower in the management of the business. Non-owner officers and directors and officers owning less than 20 percent complete only parts 1, 4, and 5.

D-1

1. Name - Full legal name.
2. Phone - Home telephone number including the area code.
3. Social Security Number - nine digit numeric.
4. Title - Position held in the business (i.e., President, Partner, etc.).
5. Address - Street, city, state, county, and zip of home address.
6. Date of Birth - Month, day, year.
7. Place of Birth - Where individual was born, by city, and state (or city and foreign country).
8. U.S. Citizen? - Check the proper box.
9. If No, Alien reg #. - If borrower is not a citizen, SBA must have the borrower's registration number.

D-2

1. % Owned - The percent ownership of each owner (total must equal 100 percent).
2. Please check appropriate boxes in this section.

D-3 Personal Financial Statement

1. Liquid Assets - Include liquid assets such as checking, savings, money markets, certificate of deposits, bonds, stocks (publicly traded), cash value of life insurance, and marketable securities. **Do not** include individual retirement accounts and similar assets.
2. Ownership in Business - Value of ownership in the applicant business.
3. Real Estate - Market value of all real estate owned.
4. Assets Other - Any assets not otherwise listed.
5. Total Assets - Total value of all assets in numbers 1, 2, 3, and 4 of this section, **D-3**.
6. Liabilities Real Estate - Total of all debt/mortgages on real estate owned.
7. Other Liabilities - Total of all debt excluding real estate debt.
8. Total Liabilities - Total of all liabilities in numbers 6 and 7 of this section, **D-3**.
9. Net Worth - Difference between total assets, number 5, and total liabilities, number 8.
10. Annual Salary - From the applicant business.
11. Other Sources of Repayment - A lender or SBA may rely upon a source of cash flow other than from operations of the small business borrower for repayment. That source must be available to the principal(s) on a consistent basis in an amount that sufficiently exceeds the individual's personal needs to permit orderly repayment of the loan over a reasonable period of time.
12. Source - What is the Other Source of Repayment in number 11.
13. Residence Rent/Own/Other - Indicate if current residence is owned, rented, or other (example, live with relatives).
14. Monthly Housing - Monthly mortgage or rent payment of residence.

D-4-Previous SBA or Other Government Financing -

1. Please complete for all principals. Financial Institution, Agency, Loan No., Date, Amount, Balance, and Status. (Outstanding, applied for, paid in full, and any other status.)

D-5-Eligibility and Disclosures - IMPORTANT, only one signature is allowed in this section. USE SEPARATE SHEET FOR EACH PRINCIPAL

Mark appropriate boxes, **sign**, and **date**.