



Westwater Financial, Inc.

55A Saint James Drive
Santa Rosa, CA 95403

707-419-3070
westwaterfinancial.org

BUSINESS LOAN CHECKLIST

- Micro Loan \$500-\$5,000** **Small Business Loan \$5,000 - \$10,000**

Applicant's Name: _____

Date Completed Application Received: _____

<input type="checkbox"/> 1. Business Loan Application - Form enclosed	<input type="checkbox"/> 2. Current/Proposed Business Information Form - Form enclosed Attach at least two years of projected cash flows
<input type="checkbox"/> 3. Current/Proposed Business Information Form - Form enclosed Attach at least two years of projected cash flows	<input type="checkbox"/> 4. Personal Financial Statement - Form enclosed Attach a signed current statement for each stockholder, partner, officer, & owner.
<input type="checkbox"/> 5. Personal Tax Returns - Attach federal tax returns for the last three years for each individual referenced in #3 above (or signed extension)	<input type="checkbox"/> 5. Business Financial Statements and Tax Returns - Submit income statements, balance sheets and tax returns for the last three years for business and affiliates
<input type="checkbox"/> 6. Interim Business Financial Statements - Submit statements that are current within ninety (90) days of application filing date	<input type="checkbox"/> 7. List of Machinery or Equipment - If you are buying machinery or equipment with loan proceeds, please attach a list of equipment and costs/Purchase order as quoted by the seller.
<input type="checkbox"/> 8. Purchase Agreement - If you are buying real estate or an on-going business with loan proceeds, please attach a signed Purchase Agreement, including the Seller's name and contact information	<input type="checkbox"/> 9. Construction Plans & Project Cost - For construction loans, please attach an estimated cost of the project and statement of source of additional funds. Also, please attach preliminary construction plans as prepared by a qualified, independent third party such as a contractor or architect.

BUSINESS LOAN APPLICATION

Date:	Amount of Loan Request: \$
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I. General Information

Owner Name	Business Name
Business Address:	Physical Address of Business:
Bus. Phone:	Bus. Fax.

II. Ownership & Management

Structure of business (Check One)		
<input type="checkbox"/> Corporation	<input type="checkbox"/> Sub Chapter S Corporation	<input type="checkbox"/> LLC
<input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietorship	
Ownership of applicant company (List all owners & stockholders):		

III. Company History/Profile

Month/year business was established:	Tax ID or EIN#:
Line of Business:	# of Full Time Employees:
# of Part-Time Employees (Include owner if applicable):	

IV. Collateral

Name	Description	Value

V. Existing Business Loans Payable

Whom Payable/ Account Number	Original Amount	Original Loan Date month/year	Term	Interest Rate	Outstanding Balance	Collateral Used

VI. Description of Proposed Financing

Loan Request (Please Itemize)	\$	
Building Renovations	\$	Owner Contribution:
Leasehold Improvements:	\$	Other Funding Sources: List Separate:
Machinery & equipment/Supplies:	\$	
Inventory:	\$	
Working Capital:	\$	
Other (describe: Vehicle, Home)	\$	Total Loan Request*: _
Total Project Costs:		

*Total Loan Request=Total Project Costs minus owner Contribution and Other Funding Sources

1. Are you presently under indictment, on parole or probation or have you ever been charged with or arrested or convicted of any criminal offense other than a vehicle violation? Attach explanation if yes.
 Yes No_
2. Have you been involved in bankruptcy proceedings or insolvency proceedings or have pending personal or business judgments, unsettled lawsuits or major disputes? Attach explanation if yes.
 Yes No_

Please submit this application with any additional information requested.

I/We authorize the **Westwater Financial, Inc.** to investigate my/our personal and business financial credit history as necessary to process a loan application. The undersigned authorize any person or consumer reporting agency to give you any information it may have on the undersigned. Each of the undersigned authorizes you to answer questions about your credit experience with the undersigned. THE UNDERSIGNED, in applying for financial assistance from **Westwater Financial, Inc.**, recognizes that prior to receiving any financial assistance he or she will agree to comply with all federal, tribal, state and local laws and regulations to the extent that such are applicable.

Name of Business

Signature/Title

Date

Signature/Title

Current or Proposed Business Information Form

Date:		Owner Date of Birth:	
First Name:	Middle Initial:	Last Name:	
Home address:			
Mailing address:			
Personal Email:		Business Email:	
Business Address:			
Business Web Address:		Business Phone:	
Home Phone:		Work Phone (if different from above):	
Cell Phone:		Fax:	

Please use additional paper, if needed, when answering the following questions.

Have you participated in any WF classes or activities before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Where are you right now in the self-employment process? Check all that apply.	
<input type="checkbox"/> I'm still trying to decide whether to start my own business	<input type="checkbox"/> I'm in the process of starting my own business
<input type="checkbox"/> I have been selling my product or service for less than 12 months. Date started:	<input type="checkbox"/> I have been selling my product or service for 12 months or more. Date started:
<input type="checkbox"/> I have been selling my product or service for 12 months or more and I am documenting a net profit	
What is your business or business idea? Please check the category and DESCRIBE your product or service.	
<input type="checkbox"/> Arts	<input type="checkbox"/> Business Services
<input type="checkbox"/> Childcare	<input type="checkbox"/> Cleaning Services
<input type="checkbox"/> Clothing accessories/textiles/home furnishings	<input type="checkbox"/> Health services
<input type="checkbox"/> Personal service/beauty	<input type="checkbox"/> Social Services
<input type="checkbox"/> Travel/tourism	<input type="checkbox"/> Other

What is your current employment status? Check all that apply.	
Employment status	Hours Per Week
<input type="checkbox"/> Self employed	
<input type="checkbox"/> Employed by someone else	
<input type="checkbox"/> A fulltime homemaker	
<input type="checkbox"/> Unemployed	Since:

If you have more than one business or area of self-employment, please describe:
What percentage of your income would you like to come from self-employment earnings? Please give a number from zero to one hundred percent _____%.
Have you ever owned another business in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No
Has anyone in your family ever owned a business? <input type="checkbox"/> Yes <input type="checkbox"/> No

ARE YOU CURRENTLY SELLING YOUR PRODUCT OR SERVICE?

<input type="checkbox"/> Yes: Please answer questions 9 through 29	<input type="checkbox"/> No: Please skip to question 18 (answer 18 through 29)
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9. What is the name of your business?
 Business Name: _____
 Product or Service: _____

10. Do you run this business out of your home? Yes No

11. Does your business have any employees? Yes No
 If yes, how many full time employees (35 hours per week or more) _____
 How many part time employees (less than 35 hours per week) _____
 How many seasonal employees _____
 How many contract employees _____
 How many volunteers _____

12. What were your total sales and expenses in the past year? If you do not keep records please estimate to the best of your knowledge.

If your business is less than 12 months old	If your business is more than 12 months old
What were your total sales in the last month? \$ _____	What were your total sales over the last 12 months? \$ _____
Are most months like this <input type="checkbox"/> yes <input type="checkbox"/> no	What were your total business expenses over the last 12 months \$ _____
If no, please explain:	Use this area for additional explanation:
What would be an average month's sales? \$ _____	
What were your total business expenses in the last month? \$ _____	
Are most months like this <input type="checkbox"/> yes <input type="checkbox"/> no	
If no, please explain:	
What would be an average month's business expenses \$ _____	

13. What was your profit or loss? If you've been selling your product or service for more than 12 months please include totals for the last 12 months. If you've been selling your product or service for less than 12 months, please include totals since your business began.

Tips:

- Use your responses to the previous question above.
- Please give the profit or loss before you pay taxes and before you pay yourself a draw.
- If you are not sure how to determine your total sales and expenses, multiply your average month's sales and expenses by 12.
- Include totals for the last 12 months or since your business began.

Total Sales	\$
Total Business Expenses:	\$
(Subtract expenses from sales)	\$
Business Profit or Loss	\$

14. Did you pay yourself a salary or take home a draw from your business?

Yes No

If yes, how much per month: _____

15. Did a household member or business partner receive a salary or take a draw from the business?

Yes No

If yes, please complete below:

Household member:

If in business less than one year:

\$ _____ on average per month for _____ months

If in business more than one year:

\$ _____ on average per month for _____ months

Business Partner:

If in business less than one year:

\$ _____ on average per month for _____ months

If in business more than one year:

\$ _____ on average per month for _____ months

16. What sources of funding did you use to start and /or expand your business? If you have used funding multiple times from one source, please add the amounts for a total.

Source of Funding	Yes or No	Amount
Personal Savings	<input type="checkbox"/> yes <input type="checkbox"/> no	\$
Credit Card(s)	<input type="checkbox"/> yes <input type="checkbox"/> no	\$
Government Loan	<input type="checkbox"/> yes <input type="checkbox"/> no	\$
Business loan from a commercial financial institution	<input type="checkbox"/> yes <input type="checkbox"/> no	\$
Business loan from Westwater Financial, Inc.	<input type="checkbox"/> yes <input type="checkbox"/> no	\$
Loan from family or friends	<input type="checkbox"/> yes <input type="checkbox"/> no	\$
Gift from family or friends	<input type="checkbox"/> yes <input type="checkbox"/> no	\$
Investor(s) venture capital, silent partner, etc.	<input type="checkbox"/> yes <input type="checkbox"/> no	\$
Other: _____	<input type="checkbox"/> yes <input type="checkbox"/> no	\$

17. What does your business currently own and what does it currently owe?

What your business owns (business assets)			What your business owes (liabilities)		
Does your business have:	Yes/No	What is the current value	Does your business owe a balance on:	Yes/No	How much is the balance owed
Building or land	<input type="checkbox"/> yes <input type="checkbox"/> no	\$	Mortgage	<input type="checkbox"/> yes <input type="checkbox"/> no	\$
Cars or trucks	<input type="checkbox"/> yes <input type="checkbox"/> no		Auto Loan(s)	<input type="checkbox"/> yes <input type="checkbox"/> no	\$
Equipment or materials incl. inventory	<input type="checkbox"/> yes <input type="checkbox"/> no	\$	Credit Card(s)	<input type="checkbox"/> yes <input type="checkbox"/> no	\$
Business savings Accounts	<input type="checkbox"/> yes <input type="checkbox"/> no	\$	Business Loan	<input type="checkbox"/> yes <input type="checkbox"/> no	\$
Business checking accts.	<input type="checkbox"/> yes <input type="checkbox"/> no	\$	Debt to suppliers	<input type="checkbox"/> yes <input type="checkbox"/> no	\$
Other financial Accounts	<input type="checkbox"/> yes <input type="checkbox"/> no	\$	Other Liabilities: Specify.	<input type="checkbox"/> yes <input type="checkbox"/> no	\$
Stocks or bonds	<input type="checkbox"/> yes <input type="checkbox"/> no	\$			
Other assets: Specify.	<input type="checkbox"/> yes <input type="checkbox"/> no	\$			
Business Assets	TOTAL	\$	Liabilities	TOTAL	\$

BUSINESS EXPERIENCE

18. Please describe each type of experience below, describe what you did and for how long (Months/Years)

a.) Experience running your own business:

Length of Time

b) Paid and unpaid work experience that would help you in the type of business you run or would like to run including a current job (work at home for family, volunteer, etc.)

Experience

Length of Time

c) Training or education you have had that would help you in the type of business you run or would like to run.

Experience

Length of Time

d) Based on your experience, what do you think is the most challenging issue or aspect of running your business?

19. Do you have a written business plan? Yes No

20. How do you feel that Westwater Financial, Inc. can help you?

21. Do you keep records of your personal or household budget and expenses?

Yes No

22. Have you ever saved money for something you wanted or needed? Yes No

Please explain:

23. Describe what you know about:

a.) Your best customers (target market)

b) Your competition

c) Your industry

d) How much are your basic costs. Please indicate if the cost is part of your startup, overhead or direct costs.
Describe:

	Cost
<hr/>	\$ <hr/>
<hr/>	\$ <hr/>
<hr/>	\$ <hr/>
<hr/>	\$ <hr/>

24. How much money do you think you need to start your business? How do you plan to get it? (Savings, Loans from family, Loans from banks, Grant?)

25. Explain who will support your decision to be self-employed (family, friends, etc) and how they will support you.

MARKET ANALYSIS

26. Start by describing your industry and those factors that have occurred (or are occurring) that will favorably influence the success and profitability of the business. Please give a description of your primary customers. Are they individual consumers or businesses? What are their age range, sex, and income level? Is there anything unique about the customers you intend to sell/service?

27. What promotional activities do you plan to use? (e.g., advertising, publicity, internet, literature, trade shows, etc.)

28. How will your promotional activities reach the customers?

29. What is the customer's expectation for your product or service in terms of price, quality, service, delivery, packaging, etc?

Personal Financial Statement

As of _____

Complete this form for (1) each proprietor, or (2) each limited partner who has ownership in the business, and each general partner, or (3) each stockholder, or (4) any other person or entity providing a guaranty of the loan.

Name	Business Phone
Residence Address	Residence Phone ()
Business Name of Applicant/Borrower	Business Phone (FAX)

ASSETS	Balance (Omit Cents)	LIABILITIES	Balance (Omit Cents)
Cash on hand and in banks	\$ _____	Notes Payable (Section 2)	\$ _____
Savings accounts and CDs	\$ _____	Auto Loans – Monthly Payment \$ _____	\$ _____
Life Insurance – Cash Value only (Section 8)	\$ _____	Credit Cards – Monthly Payment \$ _____	\$ _____
Accounts & Notes Receivable	\$ _____	Other Installment Loans (Section 5)	\$ _____
IRA and other Retirement Accounts	\$ _____	Loan on Life Insurance or Retirement	\$ _____
Stocks & Bonds (Section 3)	\$ _____	Unpaid Taxes (Section 6)	\$ _____
Real Estate (Section 4)	\$ _____	Mortgages on Real Estate (Section 4)	\$ _____
Automobile Yr. /Make	\$ _____	Other Debt (Section 7)	\$ _____
Automobile Yr. /Make _____	\$ _____	Guarantor on Someone Else's Loan	\$ _____
Other Personal Property (Section 5)	\$ _____	Total Liabilities	\$ _____
Other Assets (Section 5)	\$ _____	Net Worth (Total Assets – Total Liabilities)	\$ _____
Total Assets	\$ _____	Debt/Worth (Total Liabilities/Net	\$ _____

Worth) Section 1. Annual Household Income		Annual Household Expenses	
Base Salary	\$ _____	Mortgage/Rental Payment	\$ _____
Spouses/Other Base Salary	\$ _____	Loan Payments	\$ _____
Bonus/Commissions	\$ _____	Credit Card Payments - Other debt	\$ _____
Alimony/Child Support*	\$ _____	All Taxes (property, income, etc.)	\$ _____
Real Estate & Investment Income	\$ _____	Living Expenses (include insurance, utilities, food, clothing, etc)	\$ _____
Other Income (Describe below)	\$ _____	Alimony/Child Support	\$ _____
Total Annual Household Income	\$ _____	Total Annual Household Expenses	\$ _____

Description of Other Income in Section 1
 *Note: Alimony or child support payments need not be disclosed in Other Income unless it is desired to have such payments counted in total income.

Section 2 -- 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 Note holder(s)	Original Balance	Current Balance	Payment Amount	P ayment Frequency	How Secured or Endorsed & Type of Collateral

Section 3 – Stocks & Bonds (Use attachments as necessary. Each attachment must be identified as a part of the statement, signed and dated.)					
Number of Share	Name of Securities	Cost	Market Value Quotation	Date of Quotation	Total Value

Section 4 – 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 Purchased	Original Cost	Present Market Value	Mortgage Balance	Monthly Payments	Monthly Rental Income	Name & Address of Mortgage Lender

Section 5 – Other Personal Property & Other Assets including business investments not described above (Describe, and if any is pledged as security, provide details of debt in Section 2 above. If assets are pledged for the debt of others, state name and address of lienholder, amount of lien, terms of payment, and if delinquent, describe delinquency.)

Section 6 – Unpaid Taxes (Describe in detail: type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches.)

Section 7 – Other Debt (Describe in detail.)

Section 8 – Life Insurance Held (Give face amount and cash surrender value of policies, name of insurance company and beneficiaries.)

I authorize Westwater Financial, Inc. to make inquiries as necessary to verify the accuracy of the statements made and to determine my Creditworthiness. I 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 understand FALSE statements may result in forfeiture of benefits and possible prosecution.

Have you ever filed bankruptcy? Yes _____ No _____ Do you have a will? Yes _____ No _____

Do you have life insurance? Yes _____ No _____ Do you have disability insurance? Yes _____ No _____

Signature: _____ Date: _____ Social Security #: _____

Spouse's Signature: _____ Date: _____ Social Security #: _____