



## Southeast Alaska Revolving Loan Fund - Application for Financing

**Company Name:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**SIC Code:** \_\_\_\_\_ **Date Opened:** \_\_\_\_\_

**All Applicable Information Below Must be Submitted with Loan Application**

**Fees**

- Application fee required to begin the application process \$ \_\_\_\_\_ enclosed.
  - ➔ Business located in Juneau - \$100
  - ➔ Business located outside of Juneau, the greater of \$525 or 1.5% of the amount requested
- Credit report fees \$ \_\_\_\_\_ enclosed
  - ➔ \$25 for each individual borrower or guarantor (guarantees required from every owner with 20% or more ownership in borrower)
  - ➔ \$60 for each company borrower or guarantor

**Personal Information**

- Personal financial statement for each individual borrower or guarantor on Juneau Economic Development Council form "Personal Financial Statement"
- Last 2 years of personal tax returns (additional years may be required later), signed and dated
- Current resume(s) of applicant(s) and key members of your management team
- Three business references including business name, job title and phone number

**Financial Information**

- Last 2 years of business tax returns (additional years may be required later)
- Last 2 years of company-prepared balance sheets and income statements
- Current balance sheets and income statements (less than 60 days old)
- List of all outstanding debt. Include original amount, lender, present balance, interest rate, maturity date, monthly payment, collateral description, payment status (state current or provide past due amount)
- Current aged listing of accounts payable and receivable (less than 60 days old)
- Annual profit/loss projections for 5 years; if business is seasonal, provide monthly projections for 1 year and quarterly for years 2-5

**Business Information** (please include all that apply to your business)

- Articles of incorporation/organization and bylaws or operating agreements, certificate of incorporation, partnership agreements, joint venture agreements, business license copy, occupational or operating licenses, trademark registration (complete documentation of legal entity will be required before loan closing)
- Business plan including, business and product description, marketing plan, detailed analysis of competitive position, management and personnel, description of operations cycle, financial projections (most applicants, and all new businesses will be required to submit complete business plans with their application).
- Copies of insurance policies or quotes
- Copies of commercial lender's rejection letter(s) (not required for Juneau borrowers)
- Copies of existing and proposed leases, franchise agreements, title reports to real estate proposed as collateral
- Preliminary plans and specifications for new construction including contractor's estimates



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**Please explain any unchecked items on a separate sheet**



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**Structure of Company.** Please check one.

- C – Corporation                       Limited Partnership                       Other \_\_\_\_\_  
 S – Corporation                       Limited Liability Company  
 Professional Corporation               Sole Proprietorship  
 General Partnership

2. **Ownership of Company.** Please list all the individuals, corporations or partnerships owning 10% or more of the company, providing names, titles, percentage of interest and Social Security or Federal Tax ID numbers for each.

Name	Title	% Ownership	SSN/TIN

3. **Management.** List key members of your management team, their responsibilities and the number of years of experience each has in your type of business.

Name	Title	Yr. Exp.	Responsibilities

4. **Use of Funds.** Please specify how you plan to use loan proceeds in your business. Indicate amounts separately for equipment, working capital, etc., by description and cost.

Amount	Purpose
\$	
\$	
\$	
\$	
\$	
\$	<b>Project Total</b>
\$	Less Cash to be provided by owner or borrower
\$	Less Financing arranged from another lender
\$	Less Other Funding available (explain)
\$	Loan Amount Requested



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5. **Additional Required Information.** Please answer the following questions to the best of your ability, attaching additional sheets as necessary.

**Credit Problems, Bankruptcy & Litigation.**

- Has the company ever filed for bankruptcy? If yes, explain on a separate sheet.
- Have any individuals associated with the company (owner, officers, and major shareholders) ever filed for bankruptcy? If yes, explain.
- Are there any tax liens or civil judgments outstanding? If yes, explain.
- Is the company or any of its principal officers or shareholders involved in litigation, as either a plaintiff or defendant? If yes, explain.

**Hazardous Waste.**

- Is the company involved in the creation or disposal of hazardous waste or regulated materials? If yes, explain.
- Are any of the company's assets contaminated or impacted by environmental hazards? If yes, explain.

6. **Key Business Advisors.** Name/phone number of attorney: \_\_\_\_\_

Name/phone number of accountant or accounting service: \_\_\_\_\_

Name/phone number of CPA: \_\_\_\_\_

Name/phone number and company of insurance agent: \_\_\_\_\_

7. **Collateral.** Availability of collateral will, in part, determine the loan amount and structure. Please check all available collateral.

- |  |  |                                      |
|--|--|--------------------------------------|
| <input type="checkbox"/> Accounts Receivable | <input type="checkbox"/> Marketable Securities | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Personal Assets     | <input type="checkbox"/> Equipment             | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Inventory           | <input type="checkbox"/> Real Estate           | <input type="checkbox"/> Other _____ |

8. **Jobs.** Job creation is a key mission of the Southeast Alaska Revolving Loan Fund. Please show the number of full time jobs at each wage range your company now provides and will provide over the next five years, provided it receives the financing requested. If the jobs are seasonal or part-time show them as a fraction of a full-time position. (For example" one half-time employee, working seasonally 6 months of the year would be shown as .25) Please include the owner's job(s) as well as all paid employees.

Wage Range	Current	Year 1	Year 2	Year 3	Year 4	Year 5
< \$8/hour						
\$8-10/hour						
\$11-15/hour						
\$16-25/hour						
>\$25/hour						

9. **Equal Opportunity Lender Data.** Please provide the following information for statistical purposes, and to evidence that Juneau Economic Development Council and the Southeast Alaska Revolving Loan Fund is an Equal Opportunity Lender. You may elect not to provide this information, if you wish. That decision will have no bearing on how we evaluate your loan application.



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Your Age	Your Gender	Your Background/Race	Your Background/Ethnicity
<input type="checkbox"/> 21-30 <input type="checkbox"/> 31-40 <input type="checkbox"/> 41-50 <input type="checkbox"/> 51-60 <input type="checkbox"/> Over 60	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Mixed Race <input type="checkbox"/> Other	<input type="checkbox"/> Hispanic Origin <input type="checkbox"/> Not of Hispanic Origin

**Terms and Conditions of Application Acceptance & Evaluation**

- ➔ Juneau Economic Development Council and Southeast Alaska Revolving Loan Fund agrees to maintain the confidentiality of all trade, commercial and financial information provided in this application.
- ➔ Applications for financing will be approved or rejected at the sole discretion of Southeast Alaska Revolving Loan Fund and Juneau Economic Development Council.
- ➔ The undersigned acknowledges and agrees that Southeast Alaska Revolving Loan Fund and Juneau Economic Development Council will investigate the creditworthiness of the Applicant Company, its principal officers and shareholders.
- ➔ The undersigned authorizes Southeast Alaska Revolving Loan Fund and Juneau Economic Development Council staff to communicate directly with the company's internal accounting staff and outside accounting, tax and audit professionals.
- ➔ Southeast Alaska Revolving Loan Fund requires a non-refundable loan application fee to defray a portion of the cost of underwriting. This fee is due to begin the application process. In the event a loan is approved and closed, some or all of the application fee may be credited toward loan origination fees. In most cases, the total loan fees will not exceed 2% of the loan amount. All fees and costs will be disclosed in writing prior to closing.

*The statements in this application are warranted to be true, full, and complete. I/we have read, understand and agree to comply with all terms and conditions set forth in this application.*

_____	_____	_____
Date	Authorized Signature	Title
_____	_____	_____
Date	Authorized Signature	Title
_____	_____	_____
Date	Authorized Signature	Title

RETURN COMPLETED APPLICATION TO: Margaret O'Neal, Director  
 Southeast Alaska Revolving Loan Fund  
 Juneau Economic Development Council  
 612 W. Willoughby Ave, Suite A  
 Juneau, Alaska 99801-1732



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QUESTIONS? NEED HELP?

**CALL: (907) 463-3662 x26 or (888) 393-3662 x26  
OR Email: [moneal@jedc.org](mailto:moneal@jedc.org)**