



CIF Welcome Cover Letter for Loan Application Package

Date: _____

Dear Applicant(s):

Welcome and thank you for your interest in seeking financing from the Palo Verde Valley Community Improvement Fund (CIF).

Enclosed please find our Loan Application Package that includes the following:

- CIF Loan Application Form
- Loan Application Needed Items Checklist of documents and information that must be included when you submit the completed, signed, and dated Loan Application Package to CIF (Indicate "N/A" if the items do not apply.)
- Summary of Estimated Loan Fees
- Personal Financial Statement Form
- Personal Cash Flow Form
- Form 4506 (Request for Transcript of Tax Return)
- Authorization To Obtain Credit History Information Form
- Management Resume Form
- Business Debt Schedule Form
- Real Estate Owned Schedule Form
- Job Matrix Form

Please include all of the above items together with \$100.00 non-refundable loan application fee when you submit your application. Please provide an original and one complete copy of the entire loan application package. This will help expedite the loan underwriting process.

If you have any questions or need assistance in completing your loan application package, please feel free to call us at 760-922-0077.

Sincerely,

Marilee Harkinson, CEO



CIF Loan Fee Summary

The following Fees and Expenses are initial loan cost estimates and are subject to change depending on the size and nature of the loan, the complexity of the transaction, level of analysis required, and the type of collateral being pledged to secure the loan.

Application Fee (Non-refundable - due at time of application)	\$100.00
Loan Underwriting Fee (Due when package is submitted to underwriter)	\$1, 200.00 *
Appraisal Fee (Due when appraisal is ordered as applicable)	To be Determined *

UCC, Trust Deed Filings, etc. (Due at funding as applicable based on collateral)	\$10.00 ***
---	-------------

Title Policy & Escrow Charges (To Be Determined) **
(Due at funding as applicable. Final charges/credits may follow after closing.)

* These are estimates only. Actual costs will be provided throughout the loan process and are to be paid in full prior to funding.

** These only apply if real estate is being pledged as collateral.

*** These will be lower if real estate is not being pledged as collateral.

All loan fees and associated costs are to be paid by the Applicant(s) and may not be financed with CIF loan proceeds.

If you have any questions or concerns regarding this CIF Loan Fee Summary, please contact us at (760) 922-0077.

APPLICANT(S) ACKNOWLEDGEMENT OF RECEIPT OF THE CIF LOAN FEE SUMMARY:

DATE: _____

Applicant Business Name: _____

Applicant Printed Name: _____

Applicant Signature: _____

Applicant Printed Name: _____

Applicant Signature: _____

CIF Loan Application
Date _____

Applicant(s) Name _____

Business Name _____

Address _____

Amount of Loan Requested _____

Requested Term (In Years) _____

Desired monthly Payments _____

Purpose: _____

Existing Jobs _____ Jobs Created _____ Jobs Retained _____ Collateral

Applicant(s):

Signature _____

Signature _____



PVVCIF LOAN PROGRAM
AUTHORIZATION TO OBTAIN CREDIT HISTORY INFORMATION

TO WHOM IT MAY CONCERN:

In connection with a loan application that I/we have submitted to the Palo Verde Valley Community Improvement Fund (PVVCIF), I/we hereby authorize you to obtain any business/personal information requested by PVVCIF. Such information may include, but may not necessarily be limited to, credit histories, loan/obligation payment histories and balances, employment and income verification, and account deposit histories and balances.

A photo static copy of this authorization may be deemed to be the equivalent of the original and may be used as a duplicate original.

Signature:	Social Security Number:
Type or Print Name:	Date:
Address:	City, State, Zip

Signature:	Social Security Number:
Type or Print Name:	Date:
Address:	City, State, Zip



**PALO VERDE VALLEY COMMUNITY IMPROVEMENT FUND
PROJECT EVALUATION FORM
(TO BE COMPLETED BY APPLICANT)**

COMPANY INFORMATION

NAME: _____

ADDRESS: _____

TELEPHONE NO.: _____

CELL PHONE NO.: _____

CONTACT PERSON: _____

PROJECT ADDRESS: _____

E-MAIL ADDRESS: _____

CURRENT # OF EMPLOYEES: _____

PROJECTED # OF EMPLOYEES AFTER THE COMPLETION OF PROJECT: _____

TYPE OF BUSINESS ENTITY: Proprietorship Partnership Corporation

Nonprofit Corporation Other: _____

IS THIS A START-UP OR AN ACQUISITION OF AN EXISTING BUSINESS? _____

IF EITHER, DOES THE OWNER (OR THE PROPOSED MANAGEMENT TEAM) HAVE EXPERIENCE IN THIS TYPE OF BUSINESS? EXPLAIN: _____

IF EXISTING, HOW LONG HAS THE COMPANY BEEN IN BUSINESS? _____

HAS THE BUSINESS BEEN PROFITABLE? IF NOT, WHY? _____

DESCRIBE THE BUSINESS ACTIVITY? (i.e., What products or services are offered?) _____

PRINCIPAL(S) INFORMATION (use multiple sheets if necessary)

NAME: _____

POSITION: _____

% OF OWNERSHIP: _____

YEARS OF EXPERIENCE: _____

NAME: _____

POSITION: _____

% OF OWNERSHIP: _____

YEARS OF EXPERIENCE: _____

PRIMARY BANK INFORMATION

NAME OF BANK: _____

CONTACT PERSON: _____

TELEPHONE NUMBER: _____

AVAILABLE LINE (S) OF CREDIT: _____

WAS BANK FINANCING APPLIED FOR? THE RESULT OF THE REQUEST WAS: _____

EXISTING FACILITY

OWNED OR LEASED? _____

IF OWNED:

DATE ACQUIRED _____

PURCHASE PRICE: \$ _____

EXISTING MORTGAGE: \$ _____

RECENT APPRAISED VALUE 12 mos.: \$ _____

ANNUAL MORTGAGE PAYMENTS: \$ _____

IF LEASED:

DATE FIRST LEASED _____

MONTHLY RENT: \$ _____

ARE UTILITIES INCLUDED?: _____

EXPIRATION DATE OF LEASE: _____

FACILITY PURCHASE:

Will new facility replace an existing facility or leased property? _____

Appraised value of new facility (as built appraisal for new construction): \$ _____

If replacing an existing location, will there be a net savings from current rent expense? Yes/No

If Yes, amount per month: \$ _____

If selling existing property, expected net proceeds (after fees, etc.) from sale. \$ _____

What percentage of the space will be occupied by the purchaser? _____%

If less than 100%, explain other uses: _____

What will be the monthly rental income generated? \$ _____

PROJECT COSTS / USE OF PROCEEDS

Uses of Funds	Sources of Funds (\$)			
	PVVCIF RLF	Owner's Equity	Bank/Other	Total by Use
New Construction	\$	\$	\$	\$
Tenant Improvements	\$	\$	\$	\$
Off-site Improvements	\$	\$	\$	\$
Real Estate Purchase	\$	\$	\$	\$
Working Capital	\$	\$	\$	\$
Furniture, Fixtures & Equipment	\$	\$	\$	\$
Inventory	\$	\$	\$	\$
Business Purchase	\$	\$	\$	\$
Refinance Debt	\$	\$	\$	\$
Other	\$	\$	\$	\$
Totals	\$	\$	\$	\$

OWNER'S EQUITY (explain source of borrower's injection): _____

BANK/OTHER FINANCING (explain)

Source: _____ Amount \$ _____ Status: _____

Source: _____ Amount \$ _____ Status: _____

ADDITIONAL INFORMATION: _____

DISCLOSURES: THESE QUESTIONS MUST BE COMPLETED BY ALL APPLICANTS. (Circle "Yes" or "No" as appropriate.) Provide details to any "yes" answers on a separate page:

- I. Have you or any officer of your company ever been involved in bankruptcy or insolvency proceedings? Yes/No. If "Yes", provide the details.
- II. Are you or your business involved in any pending lawsuits? Yes/No. If "Yes," provide the details.
- III. Have you ever been foreclosed on, surrendered a property in lieu thereof, or been subject to a "bad debt write off". Yes/No. If "Yes, provide the details.
- IV. Are you: (a) presently under indictment, on parole or probation? Yes/No. If "Yes", provide the details.
- V. Have you ever been charged with or arrested for any criminal offense (including offenses which have been dismissed, discharged, or nolle prosequi)? Yes/No. If "Yes", provide the details.
- VI. Have you ever been 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," provide the details.
- VII. Do you or the applicant business have any controlling interest in any other business as owner, principal, partner or manager? Yes /No. If "Yes", provide the details.

Applicant(s):

Printed Name(s): _____

Signature(s): _____

Date: _____

CIF LOAN APPLICATION NEEDED ITEMS CHECKLIST

The following is a comprehensive list of items that are needed for the CIF to analyze and process your loan request. For those items that do not apply to your business or to your specific transaction, please mark "N/A" (not applicable) next to the item.

Please return a copy of this checklist when you submit your Loan Application Package to the CIF. This will help assure that we have received all of the items that you have checked off as we review the package.

Please feel free to call us if you have any questions while completing your Loan Application Package. The CIF phone number is (760) 922-0077.

I. Borrower (Operating Company)

- a. Most Recent 3 years of federal tax returns, all schedules.
- b. Most Recent 3 years financial statements, with footnotes if applicable.
- c. Current interim financial statement.
- d. Current Accounts Receivable and Accounts Payable Aging Reports, with balances matching the interim (YTD) financial statement.
- e. Completed Business Debt Schedule, with balances matching the interim financial statement.
- f. Completed Schedule of Real Estate Owned, if applicable.
- g. Current Rent Roll, if applicable.
- h. Names and percentages of ownership for all shareholders, members, or partners.

II. Affiliate Companies (Other Businesses, Real Estate Holding Entities)

- a. Same as the above (a. through h.) for each affiliate company for which the principals own 20% or more ownership interest.

III. Guarantor(s)

- a. Completed, signed, and dated personal financial statement dated no more than 60 days old from the date of application, including personal cash flow worksheet.
- b. Consent to run credit report signed by each individual.
- c. Completed Schedule of Real Estate Owned *personally* by guarantor.
- d. Current Rent Roll, if applicable.
- e. Most Recent 3 years personal federal income tax returns, including all schedules and all K-1's.
- f. Most Recent 3 years federal income tax returns for any corporation, partnership, or LLC in which the guarantor holds 20% or more ownership interest, including all schedules and all K-1's.
 - i. Most Recent 3 years financial statements.
 - ii. Current interim statements
 - iii. Completed Business Debt Schedule.
 - iv. Completed Schedule of Real Estate Owned and Rent Roll.

IV. Management Resumes / Business History

- a. Completed Resumes for each principal of the transaction.
- b. Nature and History of the borrowing entity and each affiliate company.

V. Loan Purpose / Use of Proceeds

- a. Detailed use of loan proceeds, including schedule of equipment to be purchased and breakdown of tenant improvements as applicable.
- b. Verification of borrowers/guarantor injection to the project.

VI. Collateral

- a. Description of collateral to be pledged for the proposed CIF Loan.
- b. If real estate (commercial/not residential), provide the street address, estimated value, any existing liens, legal description and Tax Assessor's APN number(s).
- c. If real estate, provide the exact vesting (ownership) of the property.
- d. If income producing real estate, please include current tenant occupancy, vacancies, and rent roll.
- e. Appraisal (when required).

VII. Tenant Improvements / New Construction

- a. Provide description and nature of proposed tenant improvements, including plans, cost breakdowns, contractors' estimates, engineering reports, if available.
- b. If construction has already begun, provide a description and a cost breakdown of the work completed to date.

PERSONAL FINANCIAL STATEMENT

As of Date: _____

Complete this form for: (1) each proprietor, or (2) each limited partner who owns 20% or more interest and each general partner, or (3) each stockholder owning 20% or more of voting stock and each corporate officer and director, or (4) any other person or entity providing a guaranty of the loan.

Name	Business Phone:
Residence Address	Residence Phone:
City, State, & Zip Code	

Business Name of Applicant/Borrower: _____					
B. ASSETS			LIABILITIES		
Cash on hand and in Banks..... _____			Accounts Payable..... _____		
Savings Accounts..... _____			Notes Payable to Banks and Others..... _____		
IRA or Other Retirement Account..... _____			(Describe in Section 2)		
Accounts & Notes Receivable..... _____			Installment Account (Auto)..... _____		
Life Insurance – Cash Surrender Value Only..... _____			Mo. Payments \$..... _____		
(Complete Section 8)			Installment Account (Other)..... _____		
Stocks & Bonds..... _____			Mo. Payments \$		
(Describe in Section 3)			Loan on Life Insurance..... _____		
Real Estate..... _____			Mortgages on Real Estate..... _____		
(Describe in Section 4)			(Describe in Section 4)		
Automobile – Present Value..... _____			Unpaid Taxes..... _____		
Other Personal Property..... _____			(Describe in Section 6)		
(Describe in Section 5)			Other Liabilities..... _____		
Other Assets..... _____			(Describe in Section 7)		
(Describe in Section 5)			Total Liabilities..... _____		
Total _____			Net Worth..... _____		
Total _____			Total _____		
Section 1. Source of Income			Contingent Liabilities		
Salary..... _____			As Endorser or Co-Maker..... _____		
Net Investment Income..... _____			Legal Claims & Judgments..... _____		
Real Estate Income..... _____			Provision for Federal Income Tax..... _____		
Other Income (Describe below)*..... _____			Other Special Debt..... _____		
Description of Other Income in Section 1.					
*Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.					
Section 2. Notes payable to Banks and Others. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)					
Name & Address of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency (monthly, etc.)	How Secured or Endorsed Type of Collateral

Section 3. Stocks and Bonds (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

Number of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value

Section 4. Real Estate Owned. (List each parcel separately. Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

	Property A	Property B	Property C	Property D
Type of Property				
Name & Address of Title Holder				
Date Purchased				
Original Cost				
Present Market Value				
Name & Address of Mortgage Holder				
Mortgage Account Number				
Mortgage Balance				
Amount of Payment per Monty/Year				
Status of Mortgage				

Section 5. Other Personal Property and Other Assets. (Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment, and if delinquent, describe delinquency.)

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

Section 7. Other Liabilities. (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 Lender to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. I understand FALSE statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General. (Reference 18 U.S.C. 1001)

Signature:	Date:	Social Security Number:
Signature:	Date:	Social Security Number:

PERSONAL CASH FLOW FORM

Applicant(s): _____

Business Name: _____

Date: _____

Monthly Debt Payments & Living Expenses:

Mortgage (Rent) Payment:	_____	
Second Mortgage or HELOC	_____	
Installment (Auto)	_____	
Installment (Other)	_____	
Education Loan(s)	_____	
Credit Cards	_____	
Food	_____	
Telephone & Utilities	_____	
Incidentals/Entertainment	_____	*
Insurance (Real Estate)	_____	
Insurance (Other)	_____	
Gas, Oil, Repair, Maintenance	_____	*
Clothing	_____	*
 Total Monthly Debt:	_____	

* Do not include these estimated expenses if they are already included in credit card debt.

Applicant Name: _____

Applicant Signature: _____ Date: _____

Applicant Name: _____

Applicant Signature: _____ Date: _____

CIF LOAN APPLICATION PACKAGE
ANTICIPATED JOB RETENTION AND JOB CREATION SCHEDULE

Describe the type of existing jobs that will be retained, plus new jobs that are anticipated to be created (and when) if your loan request is approved and funded. Complete the matrix below (see example). Duplicate and attach additional sheets if necessary.

JOB TITLE	Existing (to be retained)	Full or Part Time	New (to be created)	ANTICIPATED HIRING DATE
Example: Office Manager Receptionist Outside Sales Rep Part Time Sales Rep	Existing - Yes Existing - Yes Existing - Yes New	Full Time Full Time Full Time Part Time	 New	Since 1990 Since 1992 Since May 2013 Within 3 months

Applicant Business Name: _____
 Owner's Printed Name: _____
 Owner's Signature: _____
 Date: _____

Business Debt Schedule

Indebtedness: Please furnish the following information on all installment debts, contracts, notes, and mortgages payable. Do not include accounts payable or accrued liabilities. There are separate reports for those.

Business Name: _____ **Date** _____

Creditor Name/Address	Original Amount	Original Date	Present Balance	Interest Rate	Maturity Date	Monthly Payment	\$
Total Present Balance			\$	Total Monthly Payment			\$

By Applicant(s): _____

 Owner(s) Print Name of Owner(s)

Signature of

Schedule of Real Estate Owned Borrower Name _____				
	Property	Property	Property	Property
Type of Property (SFR, Rental, Com'l)				
Name(s) of Property Owner(s) and Percentages of ownership				
Property Address				
Date Purchased				
Original Cost				
Present Market Value				
Name & Address 1 st Mortgage Holder				
Name & Address 2 nd Mortgage Holder				
Mortgage Balance 1 st				
First Mortgage Monthly Pmt.				
Mortgage Balance 2 nd				
Second Mortgage Monthly Pmt.				
Rental Income per Month				