Cheyenne and Arapaho
Community Development
Corporation

Commercial Loan Application

This institution is an equal opportunity provider and employer.

Cheyenne and Arapaho Community Development Corporation

Loan Maximum of $500,000. Use of Funds: Equipment, BuildingImprovements, Real Estate Acquisition, and on occasion, Debt Refinancing (evaluated on a case-by-case basis). Terms: up to 5 years, although certain loans may be amortized for longer periods.

Cheyenne and Arapaho Community Development Corporation staff is available to provide technical assistance to those interested in starting a new business or expanding an existing business. Business assistance may include advice on business structure, preparation of loan materials, business plan development, market analysis, marketing and strategic planning, government and private sector contracting fundamentals, understanding business legal issues, general financial management, or referral to cooperating/partnering organizations.

We are not a bank, but we do utilize basic lending guidelines when reviewing a loan application. However, we are more flexible in how we apply those guidelines to our decision making process. When evaluating a loan request, we generally review the following factors (and others, as appropriate):

CREDIT REPORT – While good credit is important, the Cheyenne and Arapaho Community Development Corporation recognizes that applicants may have had credit issues in the past. We attempt to be more flexible than a traditional lender when reviewing your credit.

COLLATERAL – Collateral is considered a secondary source of repayment in the event cash flow of the business proves inadequate to repay the loan. Collateral demonstrates that applicant believes in the business and is willing to commit something of value to ensure payment.

EQUITY – Applicant should have something at risk in the business. For a startup,it may be cash or equipment or other assets owned by applicant or business before the loan request.

CASHFLOW/PROFITABILITY – Because these components are the primary sources for repayment of a loan, we review financial statements to determine cash-flow and profitability.

Application Checklist

	Information & Documents**Startup Business**		Information & Documents **Existing Business**
☐	Completed application form, signed and dated	☐	Completed application form, signed and dated
☐	Business Plan	☐	Business Plan
☐	Resume of each principal	☐	Resume of each principal
☐	Personal Financial Statements for each principal	☐	Personal Financial Statements for each principal
☐	Copy of Corporate documents	☐	Copy of Corporate documents
☐	Credit authorization, signed and dated	☐	Credit authorization, signed and dated
☐	List of additional collateral available to secure loan	☐	List of additional collateral available to secure loan
☐	Copy of Driver's License	☐	Copy of Driver's License
☐	Copy of Tribal Enrollment or CDIB Card	☐	Copy of Tribal Enrollment or CDIB Card
☐	Copies of last three years federal income tax returns for each principal	☐	Copies of last three years federal income tax returns for each principal
☐	Detailed source and use of funds statement	☐	Detailed source and use of funds statement
☐	Cash flow projections for the first 36 months of business operations	☐	Copies of last three years Business federal tax returns
☐	Twelve Month Profit and Loss Projection	☐	Interim business financials (balance sheet and profit & loss statement)
☐	Proposed product brochures, marketing materials and list of prospective customers	☐	Month to month projections for one fiscal year

Commercial Loan Application

Loan Requested *$*	*Application Date*	*Purpose of financing:* ❑ Mat 'l ❑ Equip ❑ Inv ❑ Supplies ❑ Other: ________	*To:* Cheyenne and Arapaho Community Development Corporation 107 S. Rock Island Ave El Reno, OK 73036
❑ Commercial Only ❑ Commercial with Real Estate	*Requested # of Months:*		
Checking Account? ❑ Yes ❑ No Savings Account ❑ Yes ❑ No	Have you been turned down by a bank or lender before applying with us? ❑ Yes ❑ No If yes, how long ago? ____________________		

Primary Applicant	**SS#**	**Co Applicant**	**SS#**
First Name, Middle Initial	*Last Name*	*First Name, Middle Initial*	*Last Name*
Address	*Home Phone* *Cell Phone*	*Address* ❑check if same as Primary	*Home Phone* *Cell Phone*
Marital Status:❑ Married ❑ Separated ❑ Unmarried		*Marital Status:*❑ Married ❑ Separated ❑ Unmarried	
Tribal Affiliation: ❑ Cheyenne & Arapaho ❑ Other:		*Tribal Affiliation:* ❑ Cheyenne & Arapaho ❑ Other	
~~*Email*~~		~~*Email*~~	
DOB		***DOB***	
Employer Name and Address	*Annual Income* *$* *Employer's Phone*	*Employer Name and Address*	*Annual Income* *$* *Employer's Phone*

Officers & Principals

Name	*Street Address, City, St, Zip*	*Title*	*Phone Number*

Business Information Legal Structure: ❑ Sole Proprietor ❑ Corporation ❑ LLC ❑ Partnership

Business Name	*DBA (if different)*	*Web Address*	*EIN / TIN*

Address	*City*	*State*	*Zip*	*Is this an existing business?* ☐ Yes ☐ No *Operating Since:*
Service Address (if different)	*City*	State	Zip	# of Full-Time Employees: ___________ # of Part-Time Employees: ___________
Business Phone	*Alt Business Phone*	Business Fax		*Native Ownership* ______%
Describe the Business				

Information for Government Monitoring Purposes

Primary Applicant	❑I do not wish to furnish this information	**Co Applicant**	❑I do not wish to furnish this information
Race/Ethnicity:❑ Native American ❑ Caucasian ❑ African American ❑ Hispanic/Latino ❑ Other: __________________		*Race/Ethnicity:*❑ Native American ❑ Caucasian ❑ African American ❑ Hispanic/Latino ❑ Other: __________________	
Sex ❑ Male ❑ Female		*Sex* ❑ Male ❑ Female	

Certification and Credit Authorization

The undersigned hereby authorizes the Cheyenne and Arapaho Development Corporation or any of its affiliates, successors, or assigns to make all inquiries with credit bureaus and others it deems necessary to verify the accuracy of the information provided herein, and to determine the applicant(s) credit worthiness. The undersigned hereby certifies that application including all attachments, exhibits, schedules, and supporting documents are valid, accurate, and complete as of the stated date. These statements are made for the purpose of obtaining a loan. The undersigned further certifies that the proceeds of any loan made as a result if this application will be used for business purposes stated herein.

____ ____

Primary Applicant's Signature *Date* *Co Applicant's Signature* *Date*

Your Business

Please provide us with information on your business plan and cash flow projections if available. If you need more space please attach additional sheets.

Operating Your Business:

1. Please give the name of your business: ________________________________

2. Describe the type of product or service your business will offer

3. Is your business ☐ Start-up ☐ Currently operating since: ______________

4. What type of industry: (please check all that apply)
   ☐ Service ☐ Retail ☐ Wholesale

5. What is the legal structure of your business:
   ☐ Sole Proprietorship
   ☐ LLC
   ☐ Partnership (please include a copy of the partners' names and addresses)
   ☐ Corporation (please include a copy of the article of incorporation)

6. Please list any state and/or federal licenses your business is required to have in order to operate. Do you currently have these licenses?

7. Is a city or town privilege license required? ☐ Yes ☐ No
   If yes, do you have this license ☐ Yes ☐ No

8. Will this business operate: ☐ Full-time ☐ Part-time ☐ Seasonally

9. Not including yourself, this business will currently employ: #____ Full-time employees; #____ Part-time employees

10. How many hours per week will you work in your business? ________

11. Why did you choose to be in this business?

12. Please describe your experience in this business?

13. Have you previously owned a business? ☐ Yes ☐ No

14. Will this business be your primary source of income? ☐ Yes ☐ No

Your Business Cont.

15 What are your business goals for the first year of operation?

16. Are you currently employed outside this business? ☐ Yes ☐ No

17. What are the hours of your current job?

18 What is your current job title?

19. How long have you been employed with the above employer? _____ years _____ months
If less than 2 years please list your previous employer and position.

20. Do you plan to keep this job while operating your business? ☐ Yes ☐ No

Business Sales Information – This information should be actual sales data for existing business and projected sales data for proposed businesses. Applicants may be asked to verify this information.

1. How much is your average sale? $___________

2. How many customers do you serve each day? ______________

3. Approximately how many days are you open each month? _______________

4. What are your total monthly sales? $________________

5. What are your total monthly expenses? $________________

6. What and how much are your three greatest expenditures each month? ________________
____

7. What are your lowest sales months? ____

8. What is your peak season? ☐ Fall ☐ Winter ☐ Spring ☐ Summer

9. Will this business pay you a salary? ☐ Yes ☐No If yes, how much will it pay you each month?
$___________________

Source & Use of Funds

(Use this page to list all items to be **acquired with loan funds.**)

Item Description (make and model)	**Serial/VIN #**	**Cond.** (Good, Fair Poor, Etc.)	**Vendor/Source**	**Qty**	**List Price**	**Actual Purchase Price**
				TOTALS		

List of Additional Collateral

This list should consist of items you are willing to offer as additional collateral/security for the loan you are requesting.
Do not include items to be acquired from loan funds.

Item Description	Value	Amount Owed	Equity	Lienholder	Comments
Example:*Personal Residence*	*$150,000*	*$90,000*	*$60,000* *(Val - Amt. Owed)*	*Chase Mortgage*	*Will pledge equity my home*
TOTALS	$	$	$		

Applicant Certification & Credit Authorization

The undersigned hereby authorizes the Cheyenne and Arapaho Community Development Corporation or any of its affiliates to make all inquiries with credit bureaus and others it deems necessary to verify the accuracy of the information provided herein, and to determine the credit worthiness. Further, the undersigned hereby certifies the enclosed application information including all attachments, exhibits, schedules, and supporting documents are valid, accurate, and complete as of the stated date. These statements are made for the purpose of obtaining a loan. False statements may result in the forfeiture of benefits. The undersigned hereby further certifies the proceeds of any loan made as a result of this application will be used for business purposes only.

Applicant	Co-Applicant
Name (Print)	Name (Print)
First MI Last	First MI Last
Date of Birth	Date of Birth
Social Security Number	Social Security Number
Street Address	Street Address
City, ST Zip	City, ST Zip
Signature	Signature
Today's Date	Today's Date

Monthly Cash Flow Statement

Instructions: Show future numbers, not past, Show only cash, not the value of the items. Round off numbers to the nearest dollar.

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	TOTAL
Beginning Cash													
Cash In													
Equity													
Sales													
Other Revenue													
Loans													
Total Cash In													
Cash Out													
Inventory & Materials													
Equipment & Sales													
Business Rent													
Employees' Salaries													
Other													
Loan Payments													
Owner's Salary													
TOTAL Cash Out													
Ending Cash													

Twelve Month Profit and Loss Projection (Pg. 1 of 2)

Instructions: Show only future numbers, not past. Show only cash, not the value of the items. Round off numbers to the nearest dollar.

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	TOTAL
Revenue(You can describe each Category as it fits your business, i.e. "Sales" "Rebates" etc…)													
Category 1													
Category 2													
Category 3													
Category 4													
Category 5													
Category 6													
Category 7													
TOTAL Revenue													
Cost of Sales													
Category 1													
Category 2													
Category 3													
Category 4													
Category 5													
Category 6													
Category 7													
TOTAL Cost of Sales													
GROSS PROFIT													

Twelve Month Profit and Loss Projection (Pg. 2 of 2)

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	TOTAL
Expenses													
Salary													
Payroll													
Outside Services													
Supplies (office & operating)													
Repairs & Maintenance													
Advertising													
Car Delivery & Travel													
Accounting & Legal													
Rent													
Telephone													
Utilities													
Insurance													
Taxes													
Interest													
Depreciation													
Other Expenses													
Other Expenses													
Misc.													
TOAL Expenses													
NET PROFIT													

Personal Financial Statement

ASSETS					LIABILITIES	
Current Assets			**Amount**		**Debts Owed**	**Bal. Owed**
Cash on Hand			$		Bank Loan	$
Cash in Checking Account					Bank Name	
Cash in Savings Account					Bank Loan	
Value of Securities, Stocks, & Bonds					Bank Name	
Value of 401k and/or IRA Accounts					Other Loans (Total)	
Autos & Personal Property					Lender Name	
Year	**Make**	**Model**			**Vehicle Lenders**	
				→	Lender	
				→	Lender	
				→	Lender	
Real Estate						
Value of Personal Residence Value				→	Balance Owed on Personal Residence	
Address					Lender	
Value of Other Real Estate Owned				→	Balance Owed on Other Real Estate	
Address					Lender	
Value of Other Real Estate Owned				→	Balance Owed on Other Real Estate	
Address					Lender	
					Credit Card Debt	
Est. Value of Personal Property					Company Name	
Value of Other Assets/Property					Company Name	
Describe					Company Name	
TOTAL ASSETS					TOTAL LIABILITIES	

Have you ever declared bankruptcy or had any judgments recorded against you? ☐ Yes ☐ No

Do you owe any unpaid taxes? ☐ Yes ☐ No If yes, please list the type of taxes you owe and the amount.

Business Financial Statement

Financial Statement of ____

(Name of Business)

____

(Street Address, City, State, Zip)

As Of ______________________

(Today's Date)

Current Assets		**Current Liabilities**	
Cash on Hand (Not in a bank)	$	Notes payable (Schedule 6)	$
Cash in Banks (Schedule 1)	$		$
	$		$
Stocks and Bonds (Schedule 2)	$		$
Accounts Receivables (Trade)	$	Accounts Payable	$
	$		$
Notes Receivable (Schedule 3)	$	Current Portion of Long Term Debt (Due within one year)	$
Cash Value of Life Insurance	$		
	$		$
Other CurrentState (itemize)	$	Other Current Liabilities (itemize)	$
	$		$
	$		$
	$		$
	$		$
Total Current Assets	**$**	**Total Current Liabilities**	**$**
Fixed Assets		***Long Term Liabilities***	
Real Estate (Schedule 4)	$	Real Estate Debt (Schedule 4)	$
Business	$		$
Other	$		$
	$		$
Business Vehicles and Equipment (Schedule 5)	$	Owing on Vehicles and Equipment (Schedule 5)	$
	$		$
	$		$
Other Assets and Investments (itemize)	$	Other Long Term Debt (itemize)	$
	$		$
	$		$
	$		$
Total Fixed Assets	**$**	**Total Long Term Liabilities**	**$**
		Net Worth	**$**
TOTAL ASSETS	**$**	**TOTAL LIABILITIES**	**$**

Net Sales $ ________________________

Net Profit $ ________________________

Drawings or owner's salary $ _________

Contingent Liabilities $ ______________

Supplementary Schedules

Note: If the space provided is insufficient, please attach a separate sheet with additional information.

Schedule 1 - Cash	
Name Branch, and Location of Bank	*Amount*

Schedule 2 – Stocks and Bonds			
Name of Security	No. Shares	Price Per Share	Total Market Value
Listed Securities			
Unlisted Securities			

Schedule 3 – Notes Receivable				
Name and Address of Debtor	Amount	Due Date	Security	Pledged to Whom?

Schedule 4 – Real Estate							
Location/Description	Year Acq'd	Cost	Market Value	Monthly Income	Monthly Payment	Mortgage Balance	Mortgage or Lien Holder

Schedule 5 – Business Vehicles and Equipment						
Description and Capacity	Year Mfg'd	Year Acq'd	Cost	Book Value	Monthly Payment	Loan Balance

Schedule 6 – Notes Payable					
Payable to Whom	Due Date	Interest Rate	Monthly Payment	Amount	Security

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Primary Applicant's Signature *Date* *Co Applicant's Signature* *Date*