



Kenai Peninsula Economic Development District, Inc.  
Revolving Loan Fund Program  
Borrower Application Packet

### **Credit Authorization Form**

To be completed by any owner of 20% or more of the business.  
The following information is necessary for KPEDD to complete a thorough credit investigation and obtain a copy of your credit report.

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

Legal Name: \_\_\_\_\_  
Physical Address (No P.O. Boxes): \_\_\_\_\_  
Mailing Address (If different from Physical Address): \_\_\_\_\_  
City, State and Zip Code: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Driver's License Number: \_\_\_\_\_ Issuing State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Additional Applicant(s)**

Legal Name: \_\_\_\_\_  
Physical Address (No P.O. Boxes): \_\_\_\_\_  
Mailing Address (If different from Physical Address): \_\_\_\_\_  
City, State and Zip Code: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Driver's License Number: \_\_\_\_\_ Issuing State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

I hereby authorize KPEDD to contact credit reporting agencies and creditors with regards to the status of any past or outstanding debt or other credit history or information that such agencies make available for credit worthiness evaluation at present or at any time in the future for the purpose of making or monitoring a loan. Such information may include, but may not necessarily be limited to, employment and income verification and account deposit histories and balances. I have been informed that the requested credit report is for KPEDD use only and I will not be able to obtain a copy from KPEDD. However, I have been informed that I may contact the credit reporting agencies individually to obtain a copy of a similar report. KPEDD will use its reasonable efforts to keep confidential such non-public financial and other information regarding this Credit Authorization and my loan application (the "Application") as it may receive, and I understand and agree that in any event KPEDD may disclose any such information

- (a) to its directors, officers, employees, service providers, funding sources and agents, including accountants, legal counsel and other advisors (it being understood that KPEDD has limited power and control over its agents, employees and other third parties and any failure by them to keep furnished information confidential shall neither constitute a breach of this confidentiality provision nor afford the undersigned or any other party a right of action against KPEDD, its agents or employees), (b) to the extent requested by any government authority, (c) to the extent required by applicable laws or regulations or by any subpoena or similar legal process, (d) in connection with the exercise of any remedies hereunder or any suit, action or proceeding relating to this Credit Authorization or the application, or the enforcement of rights hereunder, (e) with my consent or (f) to the extent such information (i) becomes publicly available other than as a result of a breach of this confidentiality provision or (ii) becomes available to KPEDD on a non-confidential basis from a source other than me; provided that in no event shall KPEDD be obligated or required to return any materials furnished by me, my business or any of its affiliates.

Company Name: \_\_\_\_\_

By: \_\_\_\_\_

Signature Title Date

Print Name: \_\_\_\_\_

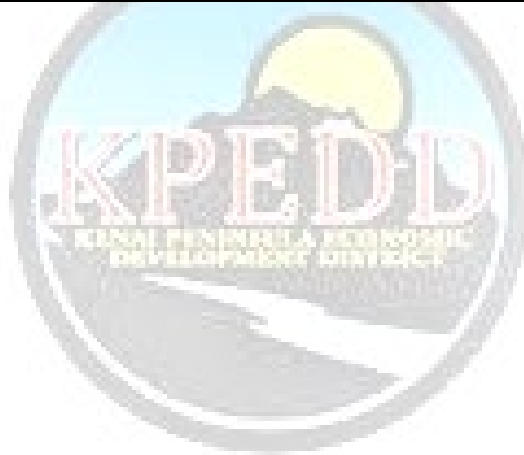
**LOAN APPLICATION FEE POLICY**

Thank you for your application. KPEDD's policy for refunding the Loan Application fee is as follows:

Fee is Non Refundable

By signing below, I acknowledge that I have read and understand the above policy.

<i>Applicant Signature:</i>	<i>Date:</i>
<i>Applicant Signature:</i>	<i>Date:</i>



**LOAN REQUEST, LOAN  
PURPOSE, and  
COLLATERAL**

**Loan Amount:**

Loan Amount Requested: \$ \_\_\_\_\_

**Loan Type:**

Term Loan

Non -Revolving Line of Credit  
(maximum 3 disbursements)

Term: \_\_\_\_\_  Months

**Additional Information:**

This request is to:

What are the loan proceeds going to be used for? \_\_\_\_\_

Working Capital   Other (please describe): \_\_\_\_\_

**Use of Funds**

	<b>Amount of Loan Request (listed on line "A" on page 1)</b>	<b>Plus</b>	<b>Applicant's Equity Contribution (Listed on line "B" on page 1) Plus Any Additional Funds That Will Be Used For This Project</b>	<b>Equals</b>	<b>Total Project Cost</b>
Working Capital	\$	+	\$	=	\$
Loan fees (if you would like a loan from KPEDD, include estimated loan fees here)	\$	+	\$	=	\$
Other	\$	+	\$	=	\$
<b>Total</b>	\$	+	\$	=	\$
<b>Source of funding</b>			\$		
Borrower Funds (B)			\$		
Private Party Financing (A)			\$		
Bank Financing (A)			\$		
KPEDD Loan (A)			\$		
Other:			\$		
<b>Total Funding</b>			\$		

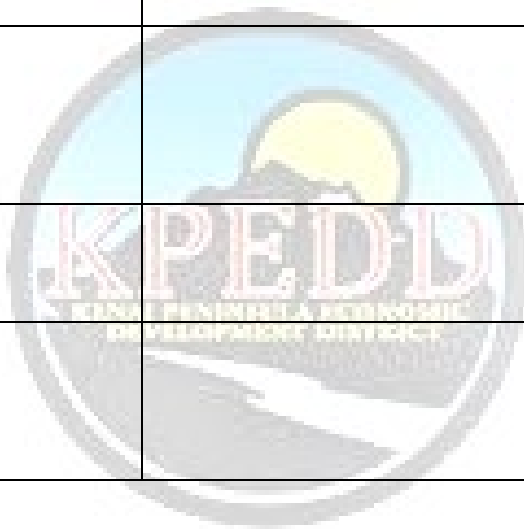
--	--

**Summary of Collateral**

Loans will be secured by all business assets unless specific assets, acceptable to KPEDD, are pledged. Please describe fully any such specific assets that you wish to use as collateral. Please note which assets if any pledged as collateral for other loans. Please note location of collateral if different than your business location.

**Collateral Available:**

<i>Collateral – Please Describe</i>	<i>Name of Owner(s)</i>	<i>Present Market Value</i>
<i>Real Estate</i>		\$
<i>Equipment &amp; Machinery</i>		\$
<i>Inventory</i>		\$
<i>Other business assets</i>		\$
<b>Total</b>		\$



**BUSINESS INFORMATION  
and DETAILS**

Business Legal Name (exact legal name)

DBA (if applicable)

Taxpayer ID Number, Year Business Began Operation, Years of Current Ownership, Years owners have been in this line of business, Annual Sales

Business Type (please list – sole proprietorship, corporation, limited liability company)

Description of Business or Service

Primary Contact Name

Business Phone

Business Fax

Email

Street Address

City

State

Zip

**BUSINESS MAILING ADDRESS (if different from above):**

Mailing Address

City

State

Zip

**ABOUT YOUR PRODUCTS**

Please describe your products/services

How are your products sold?

Website

Direct Mail Telemarketing

Walk-In Business

Internal Sales Force

Representative/Distributors

Other

**ABOUT YOUR INDUSTRY**

List three of your major competitors

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

On what basis do you compete?  Product  Price  Service  Location  Major Brands  Other \_\_\_\_\_

**ABOUT YOUR SALES**

What are your projected sales this year (2021)? \$ \_\_\_\_\_

How many customers do you have? \_\_\_\_\_

Does any customer represent more than 10% of your total sales?  Yes  No

If yes, please list customer names and percent of sales below:

\_\_\_\_\_ % \_\_\_\_\_ %

\_\_\_\_\_ % \_\_\_\_\_ %

*Has your business been profitable? Please describe.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Are your sales seasonal?*

Yes  No

*If yes, please describe.* \_\_\_\_\_  
\_\_\_\_\_

What percentage of your sales are in cash? \_\_\_\_\_% What percentage of your sales are credit cards? \_\_\_\_\_%

What are your selling terms?  Cash  Net/10  Net/30  Net/60  Other \_\_\_\_\_

What are your purchasing terms from vendors?  Cash  Net/10  Net/30  Net/60  Other \_\_\_\_\_

Do you sell to the local, state, or federal government?  Yes  No If yes, please specify percentage of sales: \_\_\_\_\_%

Do you sell internationally?  Yes  No If Yes, please specify percentage of sales: \_\_\_\_\_%

**FINANCIAL INFORMATION**

**Business Deposit Accounts**

CPA Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Financial Institutions	Account Type	Current Balance	Average Balance
		\$	\$
		\$	\$
		\$	\$

**BUSINESS DEBTS**

**Business Debts** List all business debts, including accounts and/or payables. Include any existing outstanding debt. Be sure to include any business loans from family or friends, credit card debt, or any other debt the business has.  
 Place an \* by the item that you are requesting to be refinanced. If necessary attach additional page.

Creditor	Original Amount	Original Date	Present Balance	Interest Rate	Maturity Date	Monthly Payment	Collateral	Current or Past Due

**RELATED BUSINESS ISSUES**

*If the answer to any of the following questions are Yes, please provide explanation on a separate page.*

Has the Business Applicant ever declared bankruptcy?  Yes  No If yes, please provide date of occurrence: \_\_\_\_\_

Has the Principal, Guarantor or Co-applicant ever declared bankruptcy?  Yes  No If yes, please provide date of occurrence: \_\_\_\_\_

Is the Business Applicant liable as guarantor or endorser on an existing or outstanding loan?  Yes  No If yes, please provide date of occurrence: \_\_\_\_\_

Is any Principal, Guarantor, or Co-Applicant a party to any legal claim or lawsuit?  Yes  No If yes, please provide date of occurrence: \_\_\_\_\_

Is the business already pledging any assets for a loan or lease?  Yes  No If yes, please provided date of occurrence: \_\_\_\_\_

Is the Business Applicant or any Principal, Guarantor or Co-applicant currently past due on any taxes?  Yes  No If yes, please provide date of occurrence: \_\_\_\_\_

Are there any tax liens filed against the Business Applicant, or any Principal, Guarantor, or Co-applicant?  Yes  No If yes, please provide date of occurrence: \_\_\_\_\_

**Does the Business Applicant own or lease an occupied building?**  Own  Lease

If leased, name of lessor: \_\_\_\_\_ Mailing address of Lessor: \_\_\_\_\_

Years remaining on lease: \_\_\_\_\_ Monthly lease payments, if applicable: \$ \_\_\_\_\_



**OWNERSHIP/MANAGEMENT INFORMATION**

**List all owners of the company**

Name	Social Security #	Title	Percent Ownership	Number of Years in This Line of Business	Payment

**Principal, Guarantor, or Co-applicant information**

Name	Position	Social Security Number
------	----------	------------------------

Address

Home Phone	Cell Phone	Business Phone	Email
------------	------------	----------------	-------

Name	Position	Social Security Number
------	----------	------------------------

Address

Home Phone	Cell Phone	Business Phone	Email
------------	------------	----------------	-------

Name	Position	Social Security Number
------	----------	------------------------

Address

Home Phone	Cell Phone	Business Phone	Email
------------	------------	----------------	-------

Name	Position	Social Security Number
------	----------	------------------------

Address

Home Phone	Cell Phone	Business Phone	Email
------------	------------	----------------	-------

**Business References**  
 KPEDD may contact these references to verify your relationship with them (suppliers, customers, vendors, etc.)

Contact Name & Company Name	Address, City, State, Zip Code	Phone Number
1.		
2.		
3.		

**Public Benefit**

As a direct result of receiving the requested loan, will your business:

Create Jobs?  Yes  No

Please estimate how many full/part time jobs the business will create in the next two years: \_\_\_\_\_

Retain Jobs?  Yes  No If yes, please estimate how many jobs the business will retain: \_\_\_\_\_

**Authorization:** Each Business Applicant and each person or entity signing this Application ("Signer") certifies that all information provided by the Business Applicant and the signer(s) is true and complete and authorizes KPEDD and its agents to obtain credit and employment information about the Business Applicant and signer(s); obtain credit reports and make any inquiries KPEDD and its agents consider appropriate in connection with this application or review of this loan account from time to time; make KPEDD's experience with this loan account and information about this application available to credit bureaus, other signers or other persons who have expected to have financial dealings with the Business Applicant and the signer(s); share collection information with signer's other creditors; and disclose account information as required by law. Each signer acknowledges that the additional information may be required in order to make a final credit decision.

**Required Signers:** All signers must also be duly authorized to sign on behalf of applicant.

**ACKNOWLEDGEMENT: EACH SIGNER ACKNOWLEDGES THAT KPEDD AND Its AGENTS MAY RELY ON THE STATEMENTS AND INFORMATION SET FORTH IN THIS APPLICATION AND THAT SUCH STATEMENTS AND INFORMATION MAY BE INCORPORATED BY REFERENCE IN ANY AGREEMENT ANY OF THE UNDERSIGNED MAY ENTER INTO WITH KPEDD. EACH OF THE UNDERSIGNED HEREBY AGREES TO NOTIFY KPEDD PROMPTLY OF ANY CHANGE IN ANY SUCH STATEMENT OR INFORMATION. EACH SIGNER HAS READ AND UNDERSTOOD THE TERMS OF THIS APPLICATION, INCLUDING ANY ADDENDUM, AND REPRESENTS AND WARRENTS THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.**

Signature X	Print Name	Title	Date
Signature X	Print Name	Title	Date
Signature X	Print Name	Title	Date
Signature X	Print Name	Title	Date

The federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning creditors is the Federal Trade Commission, Equal Credit Opportunity, Washington, DC 20580. KPEDD is an equal opportunity provider and employee



**Personal Financial Statement**

**Must be completed within 90 days of application date**  
*To be completed by any owner of 20% or more of the business.*

First Name	Middle Name	Last Name
Home street address		
City, State, Zip code		Home Phone number
How long have you lived at your current address? <input type="checkbox"/> Own <input type="checkbox"/> Rent \$ Monthly Payment		
Are you currently (check one) <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Other (single, divorced or widowed)		
Name of current employer		Employer's address City, State, Zip code Phone Number
Current job title	Dates of employment	\$ Monthly Salary
Name of previous employer		Dates of employment (if more space is required attach a separate sheet or resume)

**Spouse and /or Co-Applicant**

First Name	Middle Name	Last Name
Name of current employer		
Employer's address City, State, Zip code		Phone Number

**Schedule 1. Stocks and Bonds**

Do you own 10% or more of any other company?  Yes  No

Please list any stocks or bonds you own in the chart below. Do not include retirement accounts such as IRA's, 401(k)'s etc.

How Held*	Number of Shares Or Bond Amount	Description	Pledged to another Party Yes or No	Present Market Value
				\$
				\$
				\$
				\$
* Indicate J-Jointly with Spouse; O-Jointly with other than Spouse; A-Applicant's Separate property; S-Spouse's separate property				
<b>Total</b>				\$

**Schedule 2. Notes Receivable**

(Personal loans you have made to any other person or entity).

Name of Debtor	Date the Loan Was Made	Annual loan Payment Amount	Date of Final Payment of the Loan	Remaining Balance
			\$	\$
			\$	\$
<b>Total</b>				\$

**Schedule 3. Real Estate Owned**

How Held*	Property Address	a. Market Value	c. Date of purchase	Name of Lender	a. 1st Mortgage Balance	Monthly Payment 1st	Status of Mortgage
		b. Cost			b. 2nd Mortgage Balance	Monthly Payment 2nd	
						3rd	
		a.\$ b.\$	c.	1st 2nd 3rd	a.\$ b.\$ c. \$	\$ \$ \$	
		a.\$ b.\$	c.	1st 2nd 3rd	a.\$ b.\$ c. \$	\$ \$ \$	
	<b>Totals</b>	a.\$ b.\$		<b>Totals</b>	a.\$ b.\$ c. \$	\$ \$ \$	

Indicate J-Jointly with spouse; O-Jointly with other than Spouse; A-Applicant's separate property; or S-Spouse's separate property.

### Schedule 4. Personal Revolving Credit

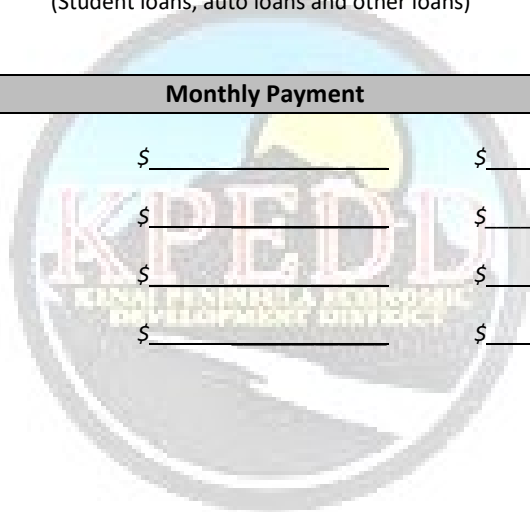
(Credit cards and other revolving debt)

Creditor's Name	Monthly Payment	Present Balance
1. _____	\$ _____	\$ _____
2. _____	\$ _____	\$ _____
3. _____	\$ _____	\$ _____
4. _____	\$ _____	\$ _____

### Schedule 5. Installment Loans and Notes Payable

(Student loans, auto loans and other loans)

Creditor's Name	Monthly Payment	Present Balance
1. _____	\$ _____	\$ _____
2. _____	\$ _____	\$ _____
3. _____	\$ _____	\$ _____
4. _____	\$ _____	\$ _____



**Please use information from Schedules 1 to 5 to complete the table below.**

<b>ASSETS</b>	<b>AMOUNT</b>	<b>LIABILITIES</b>	<b>AMOUNT</b>
Personal Bank Account(s)	\$ _____	Mortgage on Real Estate (Schedule 3)	_____
Stocks and Bonds (Schedule 1)	\$ _____	Personal Revolving Credit (Schedule 4)	_____
Notes Receivable (Schedule 2)	\$ _____	Installment Loans and Notes Payable (Schedule 5)	_____
Real Estate Owned (Schedule 3)	\$ _____	Loan(s) on Life Insurance	_____
Retirement Accounts IRA/Keogh/401K	\$ _____	Any other loan and liabilities not already listed; describe on separate sheet	_____
Other Investments	\$ _____		_____
Automobiles	\$ _____		_____
Cash Value Life Insurance	\$ _____		_____
Other Assets; please provide itemized list	\$ _____		_____
<b><u>TOTAL ASSETS</u></b>	<b>\$ _____</b>	<b><u>TOTAL LIABILITIES</u></b>	<b>\$ _____</b>

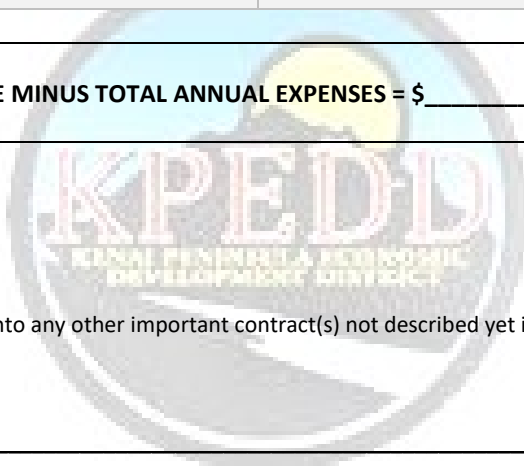
<b><i>TOTAL ASSETS MINUS LIABILITIES = NET WORTH \$ _____</i></b>
---

### Annual Expected Income and Expenses (Covering the Next 12 Months)

(You do not have to list income from alimony, child support, or public assistance unless you want KPEDD to consider it for the purpose of this Application).

ASSETS	AMOUNT	LIABILITIES	AMOUNT
Annual salary or wages from any job(s) you have outside of your business	\$ _____	Annual living expenses (multiply your total monthly personal budget by 12)	\$ _____
Annual rental income	\$ _____	Annual income taxes	\$ _____
Annual business income (your salary or owner's draw from your business)	\$ _____	Annual Other Expenses	\$ _____
Annual other income (please describe)	\$ _____	Payment on any loans and contracts not listed in your personal budget	\$ _____
<b>TOTAL ANNUAL INCOME</b>	<b>\$ _____</b>	<b>TOTAL ANNUAL EXPENSES</b>	<b>\$ _____</b>

**TOTAL ANNUAL INCOME MINUS TOTAL ANNUAL EXPENSES = \$ \_\_\_\_\_**



### Contingent Liabilities

Do you have any other loan(s) or have you entered into any other important contract(s) not described yet in this Personal Financial Statement?

Yes    No

If yes, please explain: \_\_\_\_\_

**GENERAL INFORMATION**

1. Are there any of your assets held in a trust?  
 Yes  No

2. Are there any unsatisfied judgements against you?  
 Yes  No

3. Have you declared bankruptcy within the past ten years, or are you currently involved in a bankruptcy proceeding?  
 Yes  No

4. Have you been a principal or guarantor of the obligations of a firm that declared bankruptcy in the past ten years?  
 Yes  No

5. Are you currently under audit by the IRS or any state or local tax authority?  
 Yes  No

6. Do you have any outstanding tax liabilities not already disclosed on this Personal

Financial Statement?  
 Yes  No

7. Are any of your assets pledged or debts secured except as shown on this Personal Financial Statement?  
 Yes  No

8. Have you directly or indirectly been obligated on any loan or financing arrangement that resulted in foreclosure, repossession of assets, transfer title in lieu of foreclosure, or judgement?  
 Yes  No

9. Are you a part to a lawsuit?  
 Yes  No

10. Have you been convicted of a crime?  
*(a conviction does not necessarily result in a denial of this Application)*  
 Yes  No

If you answered Yes to any of the questions above, please explain. (Attach a separate sheet if necessary).

---

---

---

---

---

---

---

---

Are you a U.S. Citizen?

If you answered, No, please provide Alien Registration Number:

---

Please provide a copy of front and back of registration card



### CERTIFICATION

The undersigned, for the purpose of procuring and establishing credit from time to time with KPEDD and to induce KPEDD to permit the undersigned to become indebted to KPEDD on notes, endorsements, guarantees or otherwise, certifies that this Personal Financial Statement is a full, true and correct statement of the financial condition of the undersigned on the above date, and agrees to notify KPEDD immediately of the extent and character of any material change in said financial condition, and also agrees that if a third party attempts to obtain or hold by writ of execution, garnishment, attachment, or other legal process, the assets of the undersigned , or property of the undersigned held by KPEDD, or if any of the representations made in this Personal Financial Statement prove to be untrue, or if the undersigned fails to notify KPEDD of any material changes as above agreed, or if the business or any interest therein of the undersigned is sold, then and in such case, at KPEDD's option all the obligations of the undersigned to KPEDD, or held by KPEDD shall immediately become due and payable, without demand or notice. This Personal Financial Statement shall be constructed by KPEDD to be continuing statement of the financial condition of the undersigned until the undersigned advises in writing to the contrary. KPEDD may request that the undersigned complete a new and original Personal Financial Statement of all assets of the undersigned upon each and every transaction in and by which the undersigned hereafter becomes indebted to KPEDD.

I assure KPEDD that all the information furnished is complete and correct. KPEDD may verify any of this information. I understand I may apply for credit in my name alone without my spouse or any other person, regardless of my sex or marital status.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

