



## Loan Application Review

Name(s) of Loan Applicant(s):

Name of Business:

Date of Application:

Requested Loan Amount:

Names of Loan Application Reviewers:

Date of Review:

- 1)  Business is a start-up  Business is established for \_\_\_ years.
- 2)  First time applicant  Repeat Applicant
- 3)  Loan is secured (*required for loans over \$10,000*)  Loan is unsecured
- 4) If loan is secured:
  - a. What collateral is offered?
    - i.  Real Estate (local)
    - ii.  Real Estate (out of town)
    - iii.  Purchase Orders
    - iv.  Equipment
    - v.  Inventory
    - vi.  Other (explain)
  - b. What is estimated full value of collateral?
  - c. Is any other institution or lender in position to claim a portion?  Yes  No
  - d. Will a deed of trust be filed for this collateral?  Yes  No
- 5) If loan is unsecured:
  - a. Describe rationale for underwriting without collateral:
- 6) Additional information requested from or provided by applicant:
  - a.  Balance Sheet (unless a start-up company)
  - b.  Profit and Loss Statement (unless a start-up company)
  - c.  Personal Financial Statement (*required for loans over \$10,000*)
  - d.  \_\_\_\_\_
  - e.  \_\_\_\_\_

Notes on above:

7) Additional research carried out by Loan Committee or staff:

- a.  Collateral Value Research

Describe source of info:

- b.  Contacting Business/Personal References (*required for loans over \$10,000*)

Note contact dates and results:

- c.  Confirming details of application  
d.  \_\_\_\_\_  
e.  \_\_\_\_\_

8) Due Diligence:

- a. Current debt load of applicant's business:  
b. Current monthly expenses of the applicant's business:  
c. Current personal debt load of applicant(s):  
d. Current income of applicant business:  
e. Estimated monthly payment on this loan:  
f. Debt:Income ratio:  
g. Does ratio seem reasonable for this applicant?  Yes  No  
h. Has applicant ever filed for Bankruptcy?  Yes  No  
i. Does the applicant have any known history of financial trouble?  Yes  No  
j. Credit Check requested? (*required for loans over \$10,000*)

9) Other considerations made by the Loan Committee:

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Loan Approved?  Yes  No      Loan Amount: \_\_\_\_\_

Interest Rate: \_\_\_\_\_      Monthly Payment: \_\_\_\_\_

Interest:Principal \_\_\_\_\_      Repayment Period: \_\_\_\_\_

Origination Date: \_\_\_\_\_      Completion Date: \_\_\_\_\_

Loan Fund Used:  CAMI       SJ2K Micro-Loan Fund       SJ2K Comm. Loan Fund  
 R9 0/interest       USDA IRLP       Other

Accommodations:  Interest-Only Period (*explain*)  
 Longer Amortization with Balloon (*explain*)  
 Other (*explain*)