

## JFCS SMART LOAN APPLICATION DOCUMENT CHECKLIST

**SEND COMPLETED APPLICATION TO:**  
[michellel@jfcs.org](mailto:michellel@jfcs.org) or EFax to (844) 492-3928

### THE ATTACHED DOCUMENTS ARE REQUIRED FOR LOAN CONSIDERATION:

- Owner's Personal Information\*  
\*If your business has been in operation for less than two years, and it is averaging a minimum Net income of \$5,000 a month or less, JFCS will place more emphasis on your personal finances for your loan consideration.
- Business Information
- Owner's Personal Yearly Income & Expense Form
- Owner's Personal Net Worth Form
- Owner's Business Loan Request Form  
**JFCS will consider a loan request between \$5,000 – \$15,000 for a qualified business**
- Guarantor Application  
Each of your prospective guarantor(s) must submit his/her:
  - Personal Net Worth
  - Current Federal 1040 Tax ReturnNOTE: JFCS will *not* pull your credit report for guarantor consideration

### ADDITIONAL DOCUMENTS TO SUBMIT:

- A copy of your business W-9 form
- A copy of your current business permit(s)
- A copy of your commercial/office lease agreement (if applicable)
- Business Income & Expense Form – Cash Flow Analysis  
If doing business for less than one-year, submit *projected* Income & Expense spreadsheet
- Owner's Balance Sheet – Net Equity Form
- Federal income tax return(s) with all pertinent schedules and attachments:
  - Owner's Personal Federal 1040 Tax Return (2 years)  
JFCS will *not* pull your credit report for loan consideration
  - Business Federal 1040 Tax Return (if applicable) – (current year)

# Financial Aid Center | Loans and Grants Program

JFCS of San Francisco, the Peninsula, Marin & Sonoma Counties

## JFCS SMART LOAN APPLICATION

**INSTRUCTIONS:** Use an ink pen **ONLY**. If an item does not apply, write "N/A", do not leave any question blank.

### OWNER'S PERSONAL INFORMATION

Applicant Name: \_\_\_\_\_ Social Security # \_\_\_\_\_  
\_\_\_\_\_

Date of Birth: \_\_\_\_\_ Present Age: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
(\_\_\_\_)\_\_\_\_\_

Home Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ / \_\_\_\_\_  
(Primary) (Secondary)

Current Employment (if applicable):

Employer: \_\_\_\_\_ Work Phone: (\_\_\_\_)\_\_\_\_\_

Current Position: \_\_\_\_\_ Length of Employment: \_\_\_\_\_

### BUSINESS INFORMATION

Legal Name of Business: \_\_\_\_\_

Trade Name of Business: \_\_\_\_\_

Business Work Phone: (\_\_\_\_)\_\_\_\_\_ Business website address: \_\_\_\_\_

Business Start Date: \_\_\_\_\_ Legal business entity classification for tax purposes:

Independent Contractor \_\_\_\_\_ Self Employed \_\_\_\_\_ Sole Proprietor \_\_\_\_\_ LLC \_\_\_\_\_

Partnership \_\_\_\_\_ Corporation \_\_\_\_\_

Indicate what type of business enterprise you own:

Home-Based \_\_\_\_\_ Online \_\_\_\_\_ Start Up \_\_\_\_\_ Franchise \_\_\_\_\_

Business Acquisition \_\_\_\_\_

Business Industry:

Consumer Goods & Services \_\_\_\_\_ Food & Beverage \_\_\_\_\_ Housing & Real Estate \_\_\_\_\_

Manufacturing \_\_\_\_\_ Printing & Publishing \_\_\_\_\_ Technology & Media \_\_\_\_\_ Other \_\_\_\_\_

Business Current Status:

New/Start Up \_\_\_\_\_ Growth/Expansion \_\_\_\_\_ Maturity/Updating Operations \_\_\_\_\_

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## BUSINESS OWNER'S PERSONAL YEARLY INCOME & EXPENSE

### INCOME

### TOTAL YEAR INCOME

Gross wages	_____
Self-Employment Income (1)	_____
Pensions & Annuities	_____
Investment Distributions	_____
Interest & Dividends	_____
Net Rental Income (2)	_____
Loans:	_____
	_____
Other:	_____
	_____
	_____

**TOTAL INCOME:**

**\$ \_\_\_\_\_**

### EXPENSES

### TOTAL YEAR EXPENSE

Mortgage	_____
Rent	_____
Utilities	_____
Food	_____
Transportation (3)	_____
Clothing	_____
Insurance:	_____
Health	_____
Automobile	_____
Homeowner (HOA)/Renter	_____
Life/Disability	_____
Liability Payments:	_____
Auto Loan Payments	_____
Credit Card Payments	_____
Personal Loan Payments	_____
Education Loan Payments	_____
Taxes:	_____
Payroll	_____
Federal	_____
Property	_____
Others:(4)	_____
	_____

**TOTAL EXPENSES:**

**\$ \_\_\_\_\_**

**NET SURPLUS:**

**\$ \_\_\_\_\_**

- (1) Gross income less expenses
- (2) Income less expenses
- (3) Include vehicle maintenance plus monthly gas, and tolls.
- (4) Include back taxes, garnishments etc.

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## **BUSINESS OWNER'S PERSONAL YEARLY INCOME & EXPENSE**

ASSETS	LIABILITIES
Cash in Banks (Schedule 1)      \$ _____	Mortgage Payable (Schedule 4)    \$ _____
Stocks & Bonds (Schedule 2)    \$ _____	Installment obligations & Personal loans (Schedule 5)    \$ _____
Retirement Funds                \$ _____	Unpaid Federal & State Taxes    \$ _____
Personal Property                 \$ _____	Other Liabilities:
(do not including vehicles)	_____                            \$ _____
Notes Receivable                  \$ _____	_____                            \$ _____
Vehicle (Schedule 3)              \$ _____	<b>TOTAL LIABILITIES</b> \$ _____
Other Assets                         \$ _____	<b>ASSETS minus</b>
<b>TOTAL ASSETS</b> \$ _____	<b>LIABILITIES</b> \$ _____

**Schedule 1    Cash in Banks (Include Money Market Accounts, & Treasury Notes, CDs)**

Name of Bank	Description	Present Balance
		\$
<b>TOTAL</b>		<b>\$ _____</b>

**Schedule 2    Stocks and Bonds**

Name of Account	Description	Current Market Value
		\$
<b>TOTAL</b>		<b>\$ _____</b>

**Schedule 3    Vehicles (Include Autos, Trucks, RV's, Boats, Motorcycles & Trailers)**

Model Year	Make & Model	Date Purchased	Original Cost	Current Value	Loan Balance	Monthly Payment
			\$	\$	\$	\$
			\$	\$	\$	\$
<b>TOTALS</b>			<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>

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**Schedule 4 Real Estate (Indicate type: P-Principal Residence, R-Rental Property)**

Type	Date Purchased	Original Cost	Current Value	Mortgage Balance	Monthly Payment
		\$	\$	\$	\$
<p style="text-align: right;"><b>TOTALS</b>    \$ _____    \$ _____    \$ _____    \$ _____</p>					

**Schedule 5 Installment Obligations and Other Personal Loans (Include all credit cards, education loans, business loans & personal loans)**

Creditor's Name	Description	Current Balance	Monthly Payment
		\$	\$
<b>TOTAL</b>		\$ _____	\$ _____

I certify that the financial information stated above is true, correct, and complete and is an accurate statement of my/our financial condition. I/We authorize you to make inquiries about me/us for the purpose of evaluating this application and contacting my/our employer(s) for verification. I understand that I may be asked to supply supplementary documentation of income and assets, *including prior years' tax returns, W-2s, and additional documentation on all stated assets*. Discrepancies in the information reported, could adversely affect the rewarding of a business loan with JFCS.

I affirm that I understand the contents of this affidavit, signed by me are statements that are true and correct.

X \_\_\_\_\_  
Applicant (Business Owner's) Signature

Date \_\_\_\_\_

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## BUSINESS OWNER'S LOAN REQUEST

### SOURCES OF CAPITAL FOR BUSINESS:

Business Owner	_____ %	\$ _____
Investor #2	_____ %	\$ _____
Investor #3	_____ %	\$ _____
Crowdfunding	_____ %	\$ _____

**TOTAL INVESTMENT:** \$ \_\_\_\_\_

Bank Loan #1	_____ %	\$ _____
Bank Loan #2	_____ %	\$ _____
Personal Loan #3	_____ %	\$ _____

**TOTAL LOANS:** \$ \_\_\_\_\_

**TOTAL SOURCES OF CAPITAL:** \$ \_\_\_\_\_

### START UP COSTS OF BUSINESS:

Lease	\$ _____
Purchase	\$ _____
Construction	\$ _____
Remodeling	\$ _____
Other (Permits/Licenses)	\$ _____

**TOTAL BUILDING/LEASE/ REAL ESTATE:** (\$ \_\_\_\_\_)

Furniture	\$ _____
Equipment	\$ _____
Fixtures	\$ _____
Machinery	\$ _____
Other	\$ _____

**TOTAL CAPITAL EQUIPMENT:** (\$ \_\_\_\_\_)

Rent & Related Costs	\$ _____
Utility	\$ _____
Legal & Accounting Fees	\$ _____
Prepaid Insurance	\$ _____
Salaries/Wages (gross)	\$ _____
Other (Payroll taxes)	\$ _____

**TOTAL LOCATION & ADMIN EXPENSES:** (\$ \_\_\_\_\_)

Inventory Item #1	_____	\$ _____
Inventory Item #2	_____	\$ _____
Inventory Item #3	_____	\$ _____
Inventory Item #4	_____	\$ _____
Other	_____	\$ _____

**TOTAL INVENTORY:** (\$ \_\_\_\_\_)

Advertising	\$ _____
Signage	\$ _____
Printing	\$ _____
Travel	\$ _____
Business related entertainment	\$ _____
Other	\$ _____

**TOTAL ADVERTISING/PROMOTIONAL EXPENSES:** (\$ \_\_\_\_\_)

**TOTAL WORKING CAPITAL:** (\$ \_\_\_\_\_)

**TOTAL FUNDING NEEDED FOR BUSINESS:** \$ \_\_\_\_\_

# Financial Aid Center | Loans and Grants Program

JFCS of San Francisco, the Peninsula, Marin & Sonoma Counties

## GUARANTOR INFORMATION

Guarantor applications **are required** for a JFCS SMART LOAN. You may obtain one or more qualifying guarantor(s). Each approved guarantor can co-sign for a minimum \$3,000.

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### Who is a qualified guarantor?

A qualified guarantor must meet all of the requirements below:

- Resident of the Bay Area for at least two years<sup>1</sup>
- Employed by present employer a minimum of two years<sup>2</sup>
- Submit a copy of most recent federal tax return
- Minimum net worth (excluding real estate) of **\$60,000** for business loan guarantors<sup>3</sup>
- Meet the minimum financial guidelines shown in the table

<i>Amount of Guarantee</i>	<i>Guarantor's Minimum Net Worth (excluding real estate)</i>
\$ 3,000	\$ 60,000
\$ 4,000	\$ 70,000
\$ 5,000	\$ 80,000
\$ 6,000	\$ 90,000
\$ 7,000	\$ 100,000

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<sup>1</sup> Residents outside the Bay Area will be considered on a case-by-case basis.

<sup>2</sup> Retirees can be considered as a guarantor, if they filed a current federal tax return .

<sup>3</sup> Permanent residents that are not US citizens can be considered if they fulfill the first three requirements.

# Financial Aid Center | Loans and Grants Program

JFCS of San Francisco, the Peninsula, Marin & Sonoma Counties

## GUARANTOR APPLICATION

Each guarantor is required to submit a copy of his/her most recent Federal income tax returns. All information requested is kept confidential for the use of JFCS only. Guarantor applications may be emailed to [michellel@jfcs.org](mailto:michellel@jfcs.org) or EFax to (844) 492-3928

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOW LONG AT THIS ADDRESS? \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

HOME PHONE: (\_\_\_\_) \_\_\_\_\_ CELL PHONE: (\_\_\_\_) \_\_\_\_\_

EMAIL: \_\_\_\_\_  
PRIMARY / SECONDARY

EMPLOYER: \_\_\_\_\_ POSITION \_\_\_\_\_

EMPLOYER ADDRESS: \_\_\_\_\_

ANNUAL INCOME: \_\_\_\_\_ HOW LONG? \_\_\_\_\_

IF SELF EMPLOYED, TYPE OF BUSINESS/PRODUCT: \_\_\_\_\_

## GUARANTOR'S PERSONAL NET WORTH

### INSTRUCTIONS:

1) All Guarantors **must** complete and sign the GUARANTOR(S) PERSONAL FINANCIAL STATEMENT FORM

ASSETS		LIABILITIES	
Cash in Banks (Schedule 1)	\$ _____	Loans Payable (Schedule 3)	\$ _____
Stocks and Bonds (Schedule 2)	\$ _____	Mortgages (Schedule 4)	\$ _____
Retirement Funds	\$ _____	Installment obligations & Personal loans (Schedule 5)	\$ _____
Personal Property (do not include real estate & vehicles)	\$ _____	Unpaid Federal & State Taxes	\$ _____
Notes Receivable	\$ _____	Other Liabilities:	
Vehicles (Schedule 3)	\$ _____	_____	\$ _____
Real Estate (Schedule 4)	\$ _____	_____	\$ _____
Investment in Partnerships (Attach complete form 1065)	\$ _____	_____	\$ _____
Investment in Business (Attach financial statements)	\$ _____	<b>TOTAL LIABILITIES</b>	\$ _____
Other Assets	\$ _____	<b>ASSETS</b>	<b>\$ _____</b>
<b>TOTAL ASSETS</b>	<b>\$ _____</b>	<b>minus LIABILITIES</b>	<b>\$ _____</b>



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## GUARANTOR'S PERSONAL NET WORTH (Continued)

OWNERSHIP--In the space provided, please indicate applicable ownership abbreviation:

Y=Yourself; S=Spouse; J=Joint with spouse; O=Joint with other than spouse

**Schedule 1 Cash in Banks (Include Money Market Accounts, Treasury Notes & CDs)**

Owned By	Name of Bank	Description	Present Balance
			\$

**Schedule 2 Stocks and Bonds** **TOTAL** \$ \_\_\_\_\_

Owned By	Description	Current Market Balance
		\$

**TOTAL** \$ \_\_\_\_\_

**Schedule 4 Real Estate (Indicate type: P-Principal Residence, R-Rental Property)**

Type	Date Purchased	Original Cost	Current Value	Percent You Own	Mortgage Balance	Monthly Payment
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
<b>TOTALS</b>			\$ _____	\$ _____	\$ _____	\$ _____

**Schedule 5 Installment Obligations and Other Personal Loans (Include all credit cards, education loans, business loans & personal loans)**

Creditor's Name	Description	Current Balance	Monthly Payment
		\$	\$
<b>TOTAL</b>		\$ _____	\$ _____

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## GUARANTEE AGREEMENT

I am willing to guarantee \$ \_\_\_\_\_ of the loan requested by \_\_\_\_\_  
Specify amount Name of Applicant

and, in the event of a default, to pay upon demand the balance in full. If the loan application is approved, I will execute a Guarantee Agreement. I fully understand the nature of this obligation, and I understand that this obligation is legally binding. I certify that all information provided by me is true, correct and complete I authorize JFCS to make inquiries about me for the purpose of evaluating this application. This can include authorization to contact my employer for verification of employment. In addition, I authorize you to provide credit information concerning your credit experience with me to other creditors.

**X**

\_\_\_\_\_  
Signature of Guarantor

\_\_\_\_\_  
Date