

JFCS POWER LOAN APPLICATION DOCUMENT CHECKLIST

SEND COMPLETED APPLICATION TO:
michelle@ifcs.org or EFax to (844) 492-3928

THE ATTACHED DOCUMENTS ARE REQUIRED FOR LOAN CONSIDERATION:

- (Co)-owner's Personal Information*
*If your business has been in operation for more than 2 years, and it is averaging a minimum Net income of \$10,000 a month. JFCS will place more emphasis on your business finances for your loan consideration.
- Business Information
- (Co)-Owner's Personal Yearly Income & Expense Form
- (Co)-Owner's Personal Net Worth Form
- (Co)-Owner's Business Loan Request Form
JFCS will consider a loan request between \$15,000 – \$30,000 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 more than two-year, submit a *two-year* Income & Expense spreadsheet
- (Co)-Owner's Balance Sheet – Net Equity Form
- Federal income tax return(s) with all pertinent schedules and attachments:
 - (Co)-Owner's Personal Federal 1040 Tax Return (2 years)
JFCS will *not* pull your credit report for loan consideration
 - Business Federal 1040 Tax Return – (two years)

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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.

(CO)-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 (CO)-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 (CO)-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 (do not including vehicles)	\$ _____	Other Liabilities:	
Notes Receivable	\$ _____	_____	\$ _____
Vehicle (Schedule 3)	\$ _____	_____	\$ _____
Other Assets	\$ _____	TOTAL LIABILITIES	\$ _____
TOTAL ASSETS	\$ _____	ASSETS minus LIABILITIES	\$ _____

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

Name of Bank	Description	Present Balance
		\$ _____
TOTAL		\$ _____

Schedule 2 Stocks and Bonds

Name of Account	Description	Current Market Value
		\$ _____
TOTAL		\$ _____

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
			\$ _____	\$ _____	\$ _____	\$ _____
			\$ _____	\$ _____	\$ _____	\$ _____
TOTALS			\$ _____	\$ _____	\$ _____	\$ _____

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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
		\$	\$	\$	\$
TOTALS		\$ _____	\$ _____	\$ _____	\$ _____

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
		\$	\$
TOTAL		\$ _____	\$ _____

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 we 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/us are statements that are true and correct.

X _____
Applicant (Business (CO)-Owner's) Signature

Date: _____

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BUSINESS (CO)-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: \$ _____

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GUARANTOR INFORMATION

Guarantor applications **are required** for a JFCS POWER LOAN. You may obtain up to six qualifying guarantor(s). However, each approved guarantor must co-sign for a minimum \$3,000.

Who is a qualified guarantor?

A qualified guarantor must meet all of the requirements below:

- Resident of the Bay Area for at least two years¹
- Employed by present employer a minimum of two years²
- Submit a copy of most recent federal tax return
- Minimum net worth (excluding real estate) of **\$60,000** for business loan guarantors³
- Meet the minimum financial guidelines shown in the table

<i>Amount of Guarantee</i>	<i>Guarantor's Minimum Net Worth</i>
\$ 3,000	\$ 60,000
\$ 4,000	\$ 70,000
\$ 5,000	\$ 80,000
\$ 6,000	\$ 90,000
\$ 7,000	\$ 100,000
\$8,000	\$110,000
\$9,000	\$120,000
\$10,000	\$130,000

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

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

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

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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. Email Guarantor applications to michelle@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)	\$ _____	TOTAL LIABILITIES	\$ _____
Other Assets	\$ _____	ASSETS	\$ _____
TOTAL ASSETS	\$ _____	minus LIABILITIES	\$ _____

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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
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
TOTALS			\$ _____	\$ _____	\$ _____	\$ _____

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
		\$	\$
TOTAL		\$ _____	\$ _____

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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