

Port of Bellingham EDA  
Revolving Loan Fund

# Application



**PORT OF BELLINGHAM**  
*Washington State*

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APPLICATION

Port of Bellingham

EDA REVOLVING LOAN FUND

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# Port of Bellingham EDA Revolving Loan Fund

## General Information

The major purpose of the Port of Bellingham EDA Revolving Loan Fund (RLF) is the development of permanent private sector employment. This goal is achieved through private and public sector investment in industries and businesses which are compatible with the area and which will help diversify the local economy. The RLF offers financial assistance to start-up and expanding businesses. Major emphasis will be placed on manufacturing companies because of their high employment per dollar ratio and the economic diversification that they will provide to the county.

### Eligibility:

To be eligible for assistance under the Port of Bellingham EDA Revolving Loan Fund, a business must:

1. Have an existing business or a start-up business in the Eligible Lending Area- Whatcom County.
2. Create new employment opportunities- financing is not for retention.
3. Have firm financial commitments for other components of the project.
4. The applicant must be unable to secure full conventional financing without RLF participation.
5. Produce a letter of denial from a private lender to confirm RLF funds are required.
6. Create employment. Creating not less than one job for every \$20,000 of RLF financing applied for. Average pay for employees should be reasonably above the required minimum wage.
7. Demonstrate credit worthiness and the ability to repay the loan.

### Financing:

1. Loan Size: Most loans made will be in the \$30,000 to \$75,000 range.
2. Loan Rates: RLF loan interest rates will be set by the Loan Administration Board per EDA requirements as stated in the October 9, 2007 Revolving Loan Fund Financial Assistance Award Standard Terms and Conditions. The rate will usually be below the then prevailing rates in the area for loans of similar size, maturity, and purpose.
3. Loan Terms: The term of working capital loans will not exceed five years. The term of a fixed asset loan will not be greater than the weighted average useful life of the fixed assets of the project. RLF loans will normally be made for a term no greater than that of the participating lender.
4. Business owner and bank must pledge at least \$2 for every \$1 from the RLF.
5. Generally, 20% of the financing must be from the applicant.

### Eligible Uses of RLF Funds:

1. Expansion/rehabilitation of existing buildings
2. Property acquisition and improvements
3. Fixed equipment or machinery
4. New construction
5. Working capital

### Fees:

1. \$50.00 Origination fee payable at application submission to the Port of Bellingham
2. \$200.00 Application fee payable after initial Port of Bellingham review of application
3. A loan processing fee equaling 1% of the loan value payable at closing
4. The applicant/borrower will be responsible for paying the costs of legal review of security documents, costs to document the loan, perfecting the collateral position(s) being provided, and other legal reviews that may be required for a specific project, as well as the cost of filing such documents.

## Application Checklist

Please attach the following supporting information to this Application

### Primary Application:

- 1. Business Plan:** Plan to include- Summary/short narrative of the business – including operating history, key management persons, goals and objectives, new and existing products, targeted marketing plan, major activities, major customers, major competitors, profitability, and number of employees. Identify any negatives, limitations, or risks, and discuss your plan to resolve them. Include any other information you believe helpful in evaluating this loan request.
- 2. Projections:** Provide a pro-forma income statement and balance sheet. These are projections of future business activity based on the proposed project. The first year should be broken down monthly, while the second year may be compiled quarterly. Please include detailed supporting written assumptions (form provided). Projections are not considered complete if written assumptions are not included or if they do not tie back to historic statements and to projected cash flow.
- 3. Documents supporting projected revenues and costs**
- 4. Cash Flow Projections:** To support the company's projected performance, prepare a projected monthly cash flow statement for two years.
- 5. Balance Sheets:** - Most recent within 90 days, year-end, past three years.
- 6. Income Statements:** - Most recent within 90 days, year-end, past three years.
- 7. List of Accounts Receivable** (30, 60, 90 days)
- 8. List of Accounts Payable**
- 9. Business Federal Income Tax Returns:** - Prior three years including all schedules.
- 10. Schedule of all Business Debt** (form provided)
- 11. List of collateral offered** (form provided)
- 12. Appraisals** (if applicable)
- 13. Articles of Incorporation/By-Laws/Resolution or Partnership Agreement** (if applicable)
- 14. Corporate Resolution to Borrow** (if applicable)
- 15. Bank Denial of Funding Letter**
- 16. \$50.00 Origination Fee** (Payable to Port of Bellingham EDA RLF)
- 17. Earnest money or contract for** \_\_\_\_\_
- 18. Bank Commitment Letter**
- 19. Lease or Option to Purchase**
- 20. Contractor's construction bid** If applicable, based on Davis-Bacon wage estimates. Break out RLF Portion of project.

### Personal Information:

For each principal active in management holding 20% or more in company stock, please submit the following:

- 1. Current Personal Financial Statement** (form provided)
- 2. Resume:** For officers with 20% or greater interest in the company, or who are in key management positions.
- 3. Personal Federal Income Tax Returns:** - Prior three years including all schedules.

### Closing Requirements:

The following may be required prior to the closing date:

- 1. Title Insurance \***
- 2. Key-Man Insurance \***
- 3. Hazard Insurance \***
- 4. Flood Plain Insurance \***
- 5. Liability Insurance \***
- 6. Assignment of Lease**
- 7. Certificate of Good Standing** (corporations)
- 8. Waiver of Landlord**
- 9. Personal Guarantees**
- 10. Other** \_\_\_\_\_

\* Port of Bellingham EDA RLF must be named in Policy as Loss Payee where applicable

# Port of Bellingham EDA Revolving Loan Fund Application

## Business Information

Business Name <hr/> Business Street Address <hr/> Business Mailing Address <hr/> City                      State      Zip <hr/> Contact Name <hr/> Title <hr/> Business Phone # (    ) _____ - _____ <hr/> Fax Number        (    ) _____ - _____ <hr/> E-Mail Address:	Legal Form of Organization Sole Proprietorship _____ Partnership _____ S-Corporation _____ LLC _____ C-Corporation _____ Other _____ <hr/> Federal Tax ID# <hr/> Nature of Business Service                      Wholesale                      Retail Manufacturing                      Other <hr/> Primary Product / Service <hr/> Number of people employed including owners/managers: Before Loan                      After Loan <hr/> Number of Years in Business <hr/> Use of Financing Start New Business                      Expand Business Other <hr/> Sales in Last 12 Months: \$ _____
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## Principle Owners (Must account for 100% ownership after loan - List on additional sheet(s) if needed)

Full Legal Name	First:	Middle:	Last:	First:	Middle:	Last:
Street Address						
Mailing Address						
City, State, Zip						
Phone						
Email						
Social Sec. #						
Ownership %						
Date Acquired						
Title						

## Business References

	Firm	Contact	Phone
Bank			
Accountant			
Attorney			
Bookkeeper			
Insurance Agency			
Other			

**Job Creation  
Information and Documentation**

The average job/cost ratio of jobs generated is expected to be one job for each \$105,000 invested for the entire capitalization. One job per \$35,000 will normally be the ratio allowed for the public sector capital infusion. It is expected that a minimum of 50% of all new jobs will be given to the long-term unemployed. These positions will also be made available to low and moderate income individuals.

List types of jobs that will be CREATED within 12-24 months of funding:

Job Title	# FTE Positions Projected	Annual/ Hourly Wages	Health or Other Benefits Provided

**New Job Estimate Certification**

The undersigned, an authorized representative of \_\_\_\_\_ (the "Company") certifies that these estimates are believed to be a fair estimation of jobs to be created with respect to Port of Bellingham RLF funding.

In order to verify the Company has created and maintained these jobs, the Company will be *required* to furnish to the Port of Bellingham their **State of Washington Employer's Quarterly Report for Industrial Insurance**, and the detailed version of **IRS Form 941 – Quarterly Wage and Tax Report**, on a *quarterly basis for the duration of the loan.*

APPLICANT: \_\_\_\_\_  
(Name of Business)

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

Explain in detail how jobs will be created if the Port of Bellingham EDA RLF finances your company.

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Declaration of Principal Owners, Officers and Directors

Please answer the following questions as they apply to the applicant company, each officer, each director, and each owner of 20% or more of the applicant company. For each yes answer attach a separate exhibit providing a detailed explanation.

- |  |     |    |
|--|-----|----|
| 1. Are any involved in any claim or lawsuit?   | Yes | No |
| 2. Are any federal, state, or local taxes delinquent?  | Yes | No |
| 3. Are any liable under any contingency agreements?  | Yes | No |
| 4. Have any ever been involved in bankruptcy or insolvency proceedings?  | Yes | No |
| 5. Do any have outstanding judgments?  | Yes | No |
| 6. Have any ever had property foreclosed upon or given title in lieu of foreclosure?                                 | Yes | No |
| 7. Are any delinquent for child support payments or on any form of Federal Debt?                                     | Yes | No |
| 8. Are any <b>not</b> citizens of the United States?   | Yes | No |
| 9. Are any under indictment or on parole or probation?   | Yes | No |
| 10. Have any ever been debarred from receiving federal assistance?   | Yes | No |
| 11. Have any ever been charged with or arrested for any criminal offense other than a minor motor vehicle violation? | Yes | No |

Indemnification and Certification Signatures

A borrower is eligible for RLF financing only when credit is not otherwise available on terms and conditions that would permit completion and/or the successful operation or accomplishment of the project activities to be financed. The Port of Bellingham RLF Staff is responsible for determining that a borrower meets this requirement by (a) providing a written analysis in each loan file documenting the basis for the determination, and (b) normally obtaining supporting documentation in the form of bank credit denial/rejection letters or other outside documentation.

During the useful life of the project, the borrower will indemnify and hold harmless the Port of Bellingham and any and all affiliated agencies (EDA) from any liability, losses, damages, suites, judgments and counsel fees related to any aspect of the project.

The undersigned certifies that all statements in this application and on each document submitted in connection herewith, including federal income tax returns, are true, correct and complete. The undersigned authorizes representatives of the Port of Bellingham (the lender) to make such inquires and gather such information as the lender deems necessary and reasonable concerning any information provided to the lender on this application or on any related document, including the Internal Revenue Service, and Credit Bureau Reporting agencies. The undersigned further agrees to notify the lender promptly of any material change in any such information.

\_\_\_\_\_  
By (Authorized signature)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
By (Authorized signature)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



Demographics – Equal Opportunity Monitoring

The following information is requested by the federal government in order to monitor compliance with Federal Laws prohibiting discrimination against applicants seeking to participate in the RLF program offered by the Port of Bellingham. *You are not required to furnish this information*, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. All information provided is used without your name(s) and is kept confidential. Please check the appropriate answer for each of the following questions as it applies to the business owner(s).

<b>Gender:</b> Male _____ Female _____ <b>Female Head of Household:</b> Yes _____ No _____ <b>Ethnicity:</b> Asian _____ African American _____ Caucasian _____ Pacific Islander _____ Hispanic _____ Native American _____ Native Alaskan _____ Other _____ <b>Education:</b> Less than High School _____ High School/GED _____ Some College _____ College Graduate _____ Post Graduate _____ <b>Veteran Status:</b> Non-Veteran _____ Veteran _____ Disabled Veteran _____ Vietnam Veteran _____ <b>Physically challenged/handicapped</b> <b>owned?</b> Yes _____ No _____	<b>Gender:</b> Male _____ Female _____ <b>Female Head of Household:</b> Yes _____ No _____ <b>Ethnicity:</b> Asian _____ African American _____ Caucasian _____ Pacific Islander _____ Hispanic _____ Native American _____ Native Alaskan _____ Other _____ <b>Education:</b> Less than High School _____ High School/GED _____ Some College _____ College Graduate _____ Post Graduate _____ <b>Veteran Status:</b> Non-Veteran _____ Veteran _____ Disabled Veteran _____ Vietnam Veteran _____ <b>Physically challenged/handicapped</b> <b>owned?</b> Yes _____ No _____	<b>Gender:</b> Male _____ Female _____ <b>Female Head of Household:</b> Yes _____ No _____ <b>Ethnicity:</b> Asian _____ African American _____ Caucasian _____ Pacific Islander _____ Hispanic _____ Native American _____ Native Alaskan _____ Other _____ <b>Education:</b> Less than High School _____ High School/GED _____ Some College _____ College Graduate _____ Post Graduate _____ <b>Veteran Status:</b> Non-Veteran _____ Veteran _____ Disabled Veteran _____ Vietnam Veteran _____ <b>Physically challenged/handicapped</b> <b>owned?</b> Yes _____ No _____	<b>Gender:</b> Male _____ Female _____ <b>Female Head of Household:</b> Yes _____ No _____ <b>Ethnicity:</b> Asian _____ African American _____ Caucasian _____ Pacific Islander _____ Hispanic _____ Native American _____ Native Alaskan _____ Other _____ <b>Education:</b> Less than High School _____ High School/GED _____ Some College _____ College Graduate _____ Post Graduate _____ <b>Veteran Status:</b> Non-Veteran _____ Veteran _____ Disabled Veteran _____ Vietnam Veteran _____ <b>Physically challenged/handicapped</b> <b>owned?</b> Yes _____ No _____
% of Ownership	% of Ownership	% of Ownership	% of Ownership





## Project Compliances Required by Government Entities

The applicant/borrower will be required to certify and assure compliance with all regulations, policies, guidelines, and requirements as they relate to the revolving loan fund (RLF) Program. The following are regulations, laws, executive orders, and acts, which must be complied with in order to qualify for Port of Bellingham RLF funding. Note that you are assuring full compliance to any or all of the following by signing at the bottom of this list. Violations of regulations, laws, executive orders, or acts may cause the loan to be recalled.

**1. Title VI of the Civil Rights Act of 1964**

All business receiving Port of Bellingham RLF funds must agree not to discriminate, per this act, in any business practices including employment practices and services to the public.

**2. Equal Credit Opportunity Act**

This act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided that 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 the Consumer Credit Protection act.

**3. Environmental Protection Agency's List of Violating Facilities**

Facilities under borrower's ownership, lease, or supervision, are not listed on the Environmental Protection Agency's list of Violating Facilities.

**4. Executive Orders – Floodplain Management and Wetlands Protection**

Port of Bellingham RLF loans are discouraged for development located in flood plains or wetlands.

**5. Executive Order 11738 – Environmental Protection**

Port of Bellingham will administer its RLF in a manner that will result in effective enforcement of the Clean Air Act, the Federal Water Pollution Act, Historical Properties, and all other environmental protection legislation. Business receiving Port of Bellingham RLF loans shall be in compliance with environmental protection legislation at all times for the term of the loan.

**6. Occupational Safety and Health Act**

Recipients of Port of Bellingham RLF loans acknowledge that they are, to the best of their knowledge, in compliance with OSHA regulations that apply to their business.

**7. Freedom of Information Act**

This law provides that, with some exceptions, the Port of Bellingham must supply information, reflected in its files and records to a person requesting it. Statistics about approved loans will be provided including other information such as the names of the borrowers (and their officers, directors, stockholders or partners, the collateral pledged to secure the loan, the amount of the loan, its purpose in general terms and the maturity). Proprietary data on a borrower would not normally be made available to third parties. All requests under this Act are to be identified as a Freedom of Information requests.

**8. Non-Relocation**

The proceeds from a Port of Bellingham loan must be used in an eligible area. The loan will be recalled if the project is relocated outside the eligible area. Business relocating jobs from other labor areas are not eligible borrowers.

**9. Flood Hazard Insurance**

Port of Bellingham loans to businesses located in flood plains will be discouraged. Any loan made under such circumstances will require the borrower to purchase and maintain the required level of flood insurance for the term of the loan.

**10. Davis-Bacon Act**

Any Port of Bellingham project that falls under the guidelines of Davis-Bacon (construction financed whole or in part by the RLF and when any related construction contract exceeds \$2,000); must comply with this act, and all reporting requirements stated in the Act.

**11. Contract Work Hours and Safety Standards Act & Anti-Kickback Act**

**12. Access for the Handicapped**

AUTHORIZED PERSONS (Owners, Partners, and Corporate Officers) please sign below to certify that you have read the above information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## Applicant Environmental Certification

The applicant represents and certifies that it has used due diligence to determine that the description of the site described herein is accurate with respect to the presence or absence of contamination from toxic or hazardous substances. The term "site" includes the entire scope of the project, including future phases of the project and all areas where construction will occur. If necessary, provide details on a separate sheet of paper.

1. Is the site currently, or has it in the past fifty years, been used for any of the following operations or activities?
  - a. Generation of hazardous substances and/or waste \_\_\_\_\_Yes \_\_\_\_\_No
  - b. Treatment, storage (temporary or permanent) or disposal of solid or hazardous substances and/or waste? \_\_\_\_\_Yes \_\_\_\_\_No
  - c. Storage of petroleum products? \_\_\_\_\_Yes \_\_\_\_\_No
  - d. Used/waste oil storage or reclamation units? \_\_\_\_\_Yes \_\_\_\_\_No
  - e. Research or testing laboratory? \_\_\_\_\_Yes \_\_\_\_\_No
  - f. Ordinance research, testing, production, or storage? \_\_\_\_\_Yes \_\_\_\_\_No
  - g. Chemical manufacturing or storage? \_\_\_\_\_Yes \_\_\_\_\_No
  - h. Military weapons or ammunition training or storage? \_\_\_\_\_Yes \_\_\_\_\_No
  - i. Iron works/foundry \_\_\_\_\_Yes \_\_\_\_\_No
  - j. Railroad yard? \_\_\_\_\_Yes \_\_\_\_\_No
  - k. Industrial or manufacturing operation? \_\_\_\_\_Yes \_\_\_\_\_No
2. Do wells draw water from an underlying aquifer to provide the local domestic Water supply? \_\_\_\_\_Yes \_\_\_\_\_No
3. Has a Federal, State, or Local regulatory authority ever conducted an environmental assessment, environmental impact statement, or a preliminary assessment/site inspection or similar environmental survey or inspection report at the site? If yes, provide copies of reports or results. \_\_\_\_\_Yes \_\_\_\_\_No
4. Have any environmental or OSHA citations or notices of violation been issued to the facility? If yes, provide copies. \_\_\_\_\_Yes \_\_\_\_\_No
5. Is material containing asbestos currently in the facility? If yes, describe. \_\_\_\_\_Yes \_\_\_\_\_No
6. Have any un-permitted releases of hazardous substances occurred at the facility which resulted in notification to the EPA's National Response Center? If yes, what was the nature of the release? \_\_\_\_\_Yes \_\_\_\_\_No
7. Is there any equipment (electrical transformers, etc.) containing polychlorinated biphenyls (PCB) on the site? If yes, describe. \_\_\_\_\_Yes \_\_\_\_\_No
8.
  - a. Are there any underground storage tanks on the site? If yes, how many? \_\_\_\_\_Yes \_\_\_\_\_No
  - b. Have they been inspected for leaks within the last year? If yes, what were the results? \_\_\_\_\_Yes \_\_\_\_\_No
9. Has the facility been tested for radon? If yes, provide results. \_\_\_\_\_Yes \_\_\_\_\_No
10. Have there been or are there now any environmental investigations by Federal State, or Local government agencies on or which could affect the site in question. If yes, provide available information. \_\_\_\_\_Yes \_\_\_\_\_No

The applicant acknowledges that this certification regarding hazardous substances and/or waste is a material representation of fact. The Port of Bellingham reserves the right to terminate the loan if at any time during the useful life of the project it becomes aware that hazardous substances and/or waste are present thereon, or that such hazardous substances and/or waste have been inappropriately handled thereon.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

## Schedule of Business Debt

Page \_\_\_\_ of \_\_\_\_

Applicant Name: \_\_\_\_\_ As of Month Ending: \_\_\_\_\_

Include all debt listed in liability section of the Business Balance Sheet  
(Use as many pages as necessary)

CREDITOR				Collateral/Security
1	Name:	Original Date:	Maturity Date:	
	Address:	Original Balance:	Interest Rate:	
	Phone:	Current Balance:	Payment:	

CREDITOR				Collateral/Security
1	Name:	Original Date:	Maturity Date:	
	Address:	Original Balance:	Interest Rate:	
	Phone:	Current Balance:	Payment:	

CREDITOR				Collateral/Security
1	Name:	Original Date:	Maturity Date:	
	Address:	Original Balance:	Interest Rate:	
	Phone:	Current Balance:	Payment:	

CREDITOR				Collateral/Security
1	Name:	Original Date:	Maturity Date:	
	Address:	Original Balance:	Interest Rate:	
	Phone:	Current Balance:	Payment:	

CREDITOR				Collateral/Security
1	Name:	Original Date:	Maturity Date:	
	Address:	Original Balance:	Interest Rate:	
	Phone:	Current Balance:	Payment:	

I/We certify the information above is complete and correct to the best of my/our knowledge. Further, I/We authorize a representative of the Port of Bellingham to make inquiries deemed necessary to verify the accuracy of the statements made herein and to determine my/our creditworthiness.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

General Business Information

Please provide the following information on your business:

OWNER(S)/PARTNERS  
CORPORATE OFFICERS (if incorporated)

<u>Name</u>	<u>Title</u>	<u>% Ownership</u>	<u>Signature</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

1. Is the applying business involved in or threatened with any lawsuits or litigation?    Yes    No  
If yes, please describe on a separate sheet of paper.

2. Has the applying business ever been involved in bankruptcy proceedings?    Yes    No  
If yes, please describe on a separate sheet of paper.

3. Does the applying business have any past due taxes?    Yes    No

Period Due: \_\_\_\_\_ \$ Amount: \_\_\_\_\_

Period Due: \_\_\_\_\_ \$ Amount: \_\_\_\_\_

Period Due: \_\_\_\_\_ \$ Amount: \_\_\_\_\_

Personal Financial Statement

Please complete for each owner/officer owning 20% or greater of the applicant company and/or actively involved in management of the same. These forms may be copied if needed.

As of \_\_\_\_\_

Full Legal Name	Employer	No. Years	Position	Annual Salary/Wage
Name:				
Spouses Name:				
Residence Address:			Residence Phone:	
City, State, Zip				
Business Name of Applicant Borrower:			Business Phone:	
ASSETS (omit cents)		LIABILITIES (omit cents)		
Cash on hand and in Banks .....		Accounts Payable (Describe in Section 7) .....		
Savings Accounts .....		Notes Payable (Describe in Section 8) .....		
Stocks and Bonds (Describe in Section 1) .....		Unpaid Taxes (Describe in Section 9) .....		
Life Insurance (Describe in Sec. 10) Cash Surrender Value Only .....		Loans on Life Insurance (Describe in Section 11) .....		
Real Estate (Describe in Section 2) .....		Mortgages on Real Estate (Describe in Section 2) .....		
Automobile(s) Present Value (Describe in Section 3) .....		Installment Accounts Automobile(s) (Describe in Section 3) .....		
Other Personal Property (Describe in Section 4) .....		Installment Account Other Pers. Prop. (Describe in Section 4) .....		
Other Assets (Describe in Section 5) .....		Other Liabilities (Describe in Section 5) .....		
Accounts and Notes Receivable (Describe in Section 6) .....		Total Liabilities .....		
IRA or other retirement plan .....				
Total Assets .....		NET WORTH .....		
		(Total Assets minus Total Liabilities)		

Section 1 – Stocks and Bonds					
Description	Owner(s)	Source of Valuation	No. of Shares	Market Price Per Share	Value



Section 2 – Real Estate (List each piece separately)							
Address Type of Property	Name of Lien Holder	Date of Purchase	Original Cost	Present Value	Mortgage Balance	Payment Amount	Status
TOTALS							

Section 3 – Automobiles (List each piece separately)							
Auto Year Make And Model	Name of Lien Holder	Date of Purchase	Original Cost	Present Value	Account Balance	Payment Amount	Status
TOTALS							

Section 4 – Other Personal Property							
	Name of Lien Holder	Date of Purchase	Original Cost	Present Value	Account Balance	Payment Amount	Status
Recreational Vehicle							
Home Furnishings							
Equipment							
Other							
TOTALS							

Section 5 – Other Assets							
Type	Name of Lien Holder	Date of Purchase	Original Cost	Present Value	Account Balance	Payment Amount	Status
TOTALS							

Section 6 – Accounts and Notes Receivable						
Owner(s)	Due From	Address	Collateral	How Payable	Maturity Date	Balance Due
1.						
2.						
3.				\$ Per		
TOTAL						





Notes:

# Attachment A – Authorization for Release of Credit Information



PORT OF BELLINGHAM  
*Washington State*

Port of Bellingham EDA Revolving Loan Fund  
1801 Roeder Avenue / P.O. Box 1677  
Bellingham WA. 98227  
(360) 676-2500 FAX (360) 671-6411

EDA Revolving Loan Fund  
Loan Application Credit Release

I/we the undersigned, applicant(s) have applied for a business loan through the Port of Bellingham EDA Revolving Loan Fund. As part of the application process, the Port of Bellingham (the lender) may verify information contained in my/our application and in other documents required in connection with the loan, either before the loan is closed or as part of its quality control program.

I/we authorize you to provide the lender any and all information and documentation they request. Such information includes, but is not limited to, employment history and income; bank, money market returns; and similar account balances; credit history and copies of income tax returns.

I/we authorize the lender to obtain a consumer and/or business credit report on me/us during the review of my application and at any time in the future to use in extending, modifying, or otherwise reviewing my loan.

The lender may address this authorization to any party named in the loan application.

A copy of this authorization may be accepted as an original.

Your cooperation in providing information to the Port of Bellingham is appreciated.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Full Legal Name

\_\_\_\_\_  
SSN

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Full Legal Name

\_\_\_\_\_  
SSN

\_\_\_\_\_  
Date of Birth

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

\_\_\_\_\_

# Attachment B – Verification of Employment



## Port of Bellingham EDA Revolving Loan Fund Loan Application

The Port of Bellingham is requesting the following information to verify compliance with U.S. Department of Housing and Urban Development requirements. These requirements are concerned with employment opportunities for low and moderate-income individuals. Please have each new hire fill out and return to the:

Port of Bellingham EDA Revolving Loan Fund 1801 Roeder Ave. Bellingham, WA 98227

1. \_\_\_\_\_  
Employee Name \_\_\_\_\_  
Social Security Number

\_\_\_\_\_ \_\_\_\_\_  
Address Job Title

\_\_\_\_\_ \_\_\_\_\_  
City/State/Zip Employer Name

2. A) Locate and check the column which indicates the total number of people in your household.  
 B) Locate and check the box in the previously chosen column which shows your household's combined income over the 12 months preceding your date of hire.

Number of Persons in Household								
Total Household Income \$	1	2	3	4	5	6	7	8+
	Over \$32,601	Over \$37,251	Over \$41,901	Over \$46,551	Over \$50,251	Over \$54,001	Over \$57,701	Over \$61,451
	\$20,351 to \$32,600	\$23,301 to \$37,250	\$26,201 to \$41,900	\$29,101 to \$46,550	\$31,451 to \$50,250	\$33,751 to \$54,000	\$36,101 to \$57,700	\$38,401 to \$61,450
	\$20,350 or below	\$23,300 or below	\$26,200 or below	\$29,100 or below	\$31,450 or below	\$33,750 or below	\$36,100 or below	\$38,400 or below

Source: www.cted.wa.gov/cdbg

**EXAMPLE:**

If there were 3 people in your family (including yourself) and your family's combined income over the 12 months before you were hired was \$27,000, mark the "Number of Persons in Household" box number "3" and the Total Household Income box "\$26,201 to \$41,900".

3. Ethnic Origin (for statistical purposes only):

Caucasian     Pacific Islander     African American  
 Asian     Hispanic     Native American     Other (Specify)

4. Number of hours you work during an average week \_\_\_\_\_

5. Date of Hire (approximate): \_\_\_\_\_

6. Referred by: \_\_\_\_\_

I certify the above information to be accurate to the best of my knowledge:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

# Attachment C – Description of Acquisition Assets



PORT OF BELLINGHAM  
*Washington State*

Port of Bellingham EDA Revolving Loan Fund  
1801 Roeder Avenue / P.O. Box 1677  
Bellingham WA. 98227  
(360) 676-2500 FAX (360) 671-6411

EDA Revolving Loan Fund  
Loan Application Credit Release

Name of Company \_\_\_\_\_

Description of Assets:

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Applicant \_\_\_\_\_

Date \_\_\_\_\_