

Loan Application Checklist

PLEASE NOTE

Individual applicants/co-applicants must be U.S. Citizens or U.S. Nationals with 2 years residency in the CNMI.

For Corporations, majority owners (owning majority of shares) must be U.S. Citizens or U.S. Nationals with 2 years residency in the CNMI.

For LLCs, all members possessing ownership in the company must be U.S. Citizens or U.S. Nationals with 2 years residency in the CNMI.

Sole Proprietorships		Partnerships		Corporations		LLCs	
Completed Application (Signed)		Completed Application		Completed Application		Completed Application	
Photo ID		Photo ID's of Partners		Photo ID's of Principals		Photo ID's of Members	
Business Plan		Business Plan		Business Plan		Business Plan	
Interim Business Financial Statement		Business Financial Statement (2 Years)		Business Financial Statement (2 Years)		Business Financial Statement (2 Years)	
Personal Financial Statement		Interim Business Financial Statement		Interim Business Financial Statement		Interim Business Financial Statement	
Individual Income Tax Returns (2 Years)		Personal Financial Statement (Partners)		Personal Financial Statement (Principals with ownership > 20%)		Personal Financial Statement (Members with ownership > 20%)	
2 Most Recent Check Stubs		Individual Income Tax Returns (2 Years)		Individual Income Tax Returns (2 Years)		Individual Income Tax Returns (2 Years)	
BGRT for 1 Year (If Established)		2 Most Recent Check Stubs		2 Most Recent Check Stubs		2 Most Recent Check Stubs	
Business License (If Established)		BGRT for 1 Year (If Established)		BGRT for 1 Year (If Established)		BGRT for 1 Year (If Established)	
\$10 Credit Check Fee		Business License (If Established)		Business License (If Established)		Business License (If Established)	
Collateral Documents		Partnership Agreement		Certificate of Incorporation		Certificate of Organization	
Deed for Property		\$10 Credit Check Fee (For Each Partner)		Articles of Incorporation		Articles of Organization	
Map to Property Location		Collateral Documents		Organizational Minutes		Operating Agreement	
Pictures of Property		Deed for Property		Bylaws		Annual LLC Report	
		Map to Property Location		Annual Corporate Report		Resolution to Borrow	
		Pictures of Property		Resolution to Borrow		\$10 Credit Check Fee (For Each Member)	
				\$10 Credit Check Fee (For Each Principal)		Collateral Documents	
				Collateral Documents		Deed for Property	
				Deed for Property		Map to Property Location	
				Map to Property Location		Pictures of Property	
				Pictures of Property			

Financial business projection must show enough sales/income to cover the monthly

If any, what type of security or collateral would be offered to secure the loan?

To apply or for other info, contact us at the following addresses:

Fred Cruz, 670-234-6245 ext. 305, f.cruz@developcnmi.com

Abby Atalig, ext. 309, a.atalig@developcnmi.com

Marie Coleman, ext. 307, m.coleman@developcnmi.com

CEDA Direct Loans

Monthly Payment Table

Loan Amount	Interest Rate	Term (Years)	Payment Count	Estimated Monthly Payment
\$2,500	7.5%	2	24	\$112.50
\$5,000	7.5%	3	36	\$155.53
\$8,000	7.5%	5	60	\$160.30
\$10,000	7.5%	5	60	\$200.38
\$15,000	7.5%	5	60	\$300.57
\$18,000	7.5%	5	60	\$360.68
\$20,000	7.5%	5	60	\$400.76
\$25,000	7.5%	5	60	\$500.95
\$35,000	7.5%	7	84	\$536.84
\$40,000	7.5%	8	96	\$555.35
\$50,000	7.5%	9	108	\$638.05
\$75,000	7.5%	10	120	\$890.26
\$85,000	7.5%	12	144	\$896.94
\$95,000	7.5%	12	144	\$1,002.46
\$110,000	7.5%	15	180	\$1,019.71
\$120,000	7.5%	15	180	\$1,112.41
\$130,000	7.5%	15	180	\$1,205.12
\$140,000	7.5%	15	180	\$1,297.82
\$150,000	7.5%	15	180	\$1,390.52
\$165,000	7.5%	15	180	\$1,529.57
\$180,000	7.5%	20	240	\$1,450.07
\$200,000	7.5%	20	240	\$1,611.19
\$225,000	7.5%	20	240	\$1,812.58
\$250,000	7.5%	20	240	\$2,013.98
\$300,000	7.5%	20	240	\$2,416.78
\$350,000	7.5%	20	240	\$2,819.58
\$400,000	7.5%	20	240	\$3,222.37
\$450,000	7.5%	20	240	\$3,625.17

What would your interest rate be?

Interest Rate Calculator

Cash Flow	Points	Credit Score	Points	Collateral	Points	Guarantor(s)	Points	Total Points
DTI <= 36%	60	>=620	20	Sufficient Collateral Offered, First Position	10	Guarantor(s) Offered, Credit Score Above 620, DTI <= 36%	10	100

Interest Rate	5.50%
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Interest Rate Criteria

		Cash Flow Criteria	Points
		DTI > 36%	0
		36% < DTI > 65%, sufficient collateral, remaining funds no less than \$5,000	30
		36% < DTI > 65%, sufficient collateral, remaining funds no less than \$10,000	40
		36% < DTI > 65%, remaining funds no less than \$15,000	40
		DTI <= 36%	60
		Credit Score Criteria	Points
		<620	0
		>=620	20
		Collateral Criteria	Points
		No Property Offered	0
		Sufficient Collateral Offered, First Position	10
		Collateral Offered, 2nd or 3rd Position, with value of collateral being more than sum of CDA debt and debt(s) by creditors with liens on the property	5
		Guarantor(s) Criteria	Points
		No Guarantor(s)	0
		Guarantor(s) Offered, Credit Score(s) Below 620	0
		Guarantor(s) Offered, Credit Score Above 620, DTI > 36%	5
		Guarantor(s) Offered, Credit Score Above 620, DTI <= 36%	10

Points Required	Interest Rate
100	5.50%
95	6.00%
90	6.50%
85	7.00%
80	7.50%
75	8.00%
70	8.50%
65	9.00%
<65	(Denied)

Interest rate may vary depending on analysis and other factors.

LOAN APPLICATION

Applicants Name and Contact Information

Date of Submission: _____

Company Name: _____

Date established: _____

Loan Amount: _____

Term: _____

Use of Funds: _____

Type of Company/Organization

- ☐ Sole Proprietorship
- ☐ Non-Profit Organization
- ☐ S Corporation
- ☐ C Corporation
- ☐ Partnership
- ☐ LLC
- ☐ LLP

Company Mailing Address: _____

Company Physical Address: _____

Contact Person: _____ Title: _____

Contact's Address: _____

Telephone number: _____ Tax ID# _____

Email Address: _____ Website: _____

Management Information (owner(s), officer(s), director(s), & shareholder(s) who own 20% or more shares of the company)*

Name	Title	% Ownership	Minority Owner	Woman Owner
			☐	☐
			☐	☐
			☐	☐
			☐	☐

*Personal financial statements and tax returns are required for those with 20% or greater ownership interest. CEDA and/or its agents reserve the right to obtain credit bureau reports on any business or individual in connection with this application.

Bank Information

Name of Lead Bank and Contact Person: _____

Phone Number: _____ Email Address: _____

Anticipated Uses and Sources of All Project Funds

Sources include the loan you are requesting from the CDA plus any other financing that will go into the project, including but not limited to bank financing and owner cash. Uses include equipment purchases, working capital, inventory, construction cost, etc. The total sources must equal the total uses.

Sources(s)	Amount(\$)	Use(s)	Amount(\$)
Total:		Total:	

Existing and Projected Employment

Number of Existing Employees				Projected Job Creation				
Full time	Part Time	Woman	Minorities	Year One		Year Two		Total created
				Full Time	Part Time	Full Time	Part Time	

Please Answer the Following Questions (Check box that applies)

	Yes	No
Has the company, any officer, subsidiary or affiliate of your company been involved in an bankruptcy or Insolvency proceedings or in any lawsuits, in the last 36 months, or on parole or probation, or convicted of a crime? <i>If yes, please provide details as a separate exhibit</i>	☐	☐
Does the company, owner(s), or member of Management Team have a controlling interest in other businesses? <i>If yes, please provide their names and relationship with your company along with a current balance sheet and Income statement for each as a separate exhibit</i>	☐	☐
Does your company buy from, sell to, or use the services of any concern in which owner(s), shareholder(s) or member(s) of the management team have a significant financial interest? <i>If yes, please provide details as a separate exhibit</i>	☐	☐

I certify that I am in compliance with all laws, regulations, ordinances, and order of public authorities applicable to it; and that I am not in default under the terms and conditions of any grant or loan agreements, leases, or financing arrangements with any other creditors; that the Commonwealth Economic Development Authority (CEDA) and its agent is authorized to obtain a credit check on any principal or business associated with this application for the purposes of determining credit worthiness; and I have disclosed and will continue to disclose any occurrence or event that could have an adverse material impact on the project. (Adverse material impact includes but is not limited to lawsuits, criminal or civil actions, bankruptcy proceedings, regulatory intervention or inadequate capital to complete the project); and I furthermore certify that to the best of its knowledge and belief, the information being submitted to the CEDA, and its agent is true and correct;

Print Name

Signature

Print Name

Signature

Title

Social Security #

Title

Social Security #

Date

Date

Date

Date

BUSINESS PLAN

INSTRUCTIONS: As a requirement, please submit a Business Plan using the following general format.

I. EXECUTIVE SUMMARY

Name of Business; Type of Business Organization; Main Product or Service; and Business Goals and Objectives.

II. DESCRIPTION OF THE ENTERPRISE

Describe your project and give a summary detailing why your project will work and how it will contribute to the CNMI's economic and social development goals. Include your name, mailing address, background and experience that is relevant to the business. Also include the future outlook and prospects for the business.

III. MANAGEMENT, KEY PERSONNEL AND OTHER STAFF

Describe who will manage the business; who are the key people and what are their education background and work experience; how will you pay them and on what basis (monthly, biweekly).

IV. DESCRIPTION OF PRODUCTS AND SERVICES

Specific information about what you are selling, description of current status of product or service, why you think your product/ service will sell? Describe how you will sell your product or service.

V. BUSINESS LOCATION

How is your business located in relation to your supplier and customers, and what effect will your location have on the volume of business; what space do you need to operate; will you lease or build office space or project site; give advantages and disadvantages of the location. Include a sketch of the land and its parcel number.

VI. COMPETITION

Who are your competitors? What makes your business unique? What need does your business fulfill? What does your business solve?

VII. MARKET/ CUSTOMERS

Describe the type of customer you are targeting or name specific customers if you will have just a few.

VIII. PRICE & PRICING STRATEGY

How much will you be charging the customer? Do you have alternating pricing depending on volume of purchases or frequency of purchases?

IX. ADVERTISING AND PROMOTION

How will you let your customer know about your service or product? How will you encourage them to use your product or service? What will it cost you to advertise your product or service, if necessary?

X. SALES AND CREDIT TERMS

When are payments due? Will you give credit? What criteria do your customers need in order to be eligible for credit? Will you offer a discount for early payment? Will you charge a late fee for late payments? At what point will you refuse to offer further credit? How much total credit can your business afford to offer to all customers?

XI. EQUIPMENT AND TOOLS

What permanent or semi-permanent items (equipment and tools) do you need to operate this business? Where will you get them? How long will it take for you to get them after you order?

PERSONAL FINANCIAL STATEMENT

As of _____, 20__

Name _____

Employed by: _____

Position: _____ Age: _____ Spouse: _____

If employed less than one (1) year, Previous Employer: _____

ASSETS	DOLLARS	CENTS	LIABILITIES	DOLLARS	CENTS
Cash in bank _____			Notes Payable _____		
_____			_____		
_____			_____		
Accounts Receivable-Good			_____		
Stocks and Bonds (Schedule B)			Accounts Payable _____		
Notes Receivable - Good			_____		
_____			Taxes Payable		
Cash Surrender Value Life Insurance			Contracts Payable		
Autos _____			_____		
_____			_____		
Real Estate (Schedule A)			Real Estate Indebtedness (Schedule A)		
Other Assets (Describe)			Other Liabilities (Describe)		
1 _____			1 _____		
2 _____			2 _____		
3 _____			3 _____		
4 _____			4 _____		
5 _____			TOTAL LIABILITIES		
TOTAL ASSETS			NET WORTH		
			TOTAL		

ANNUAL INCOME	DOLLARS	CENTS	ANNUAL EXPENDITURES (Exclude Ordinary Living Expense)	DOLLARS	CENTS
Salary			Real Estate payment(s)		
Salary (wife or husband)			Rent		
Securities Income			Income Taxes		
Rentals			Insurance Premiums		
Other (describe)			Property Taxes		
1			Other (describe-include installment)		
2			1		
3			2		
4			3		
5			4		
TOTAL INCOME			TOTAL EXPENDITURES		
Less: Total Expenditures					
NET CASH INCOME					

Schedule A

Real Estate (attach additional sheet if necessary)

Location and Size Incl. Desc. Of Land & Structure	Title Held in Name	Current Value	Amt. Of Mortgage	With Whom	Maturity Date	Monthly Payment	Monthly Income

Schedule B

Stocks and Bonds (attach additional sheet if necessary)

Name of Issuing Corporation and Type of Security	No. of Shares or Face Value of Bond	Pledged?	Value Per Share	Total Value	Registered In Name of

The undersigned certifies that the above statement (or in lieu thereof, the attached statement, as the case may be) and supporting, both printed and written, give a full, true, and correct statement of the financial condition of the undersigned as of the date indicated.

Signature

Date

FINANCIAL STATEMENT
ESTIMATED INCOME AND EXPENSES
(Show total for first 12 months)

FOR THE YEAR: _____

NAME: _____

MONTH	1	2	3	4	5	6	7	8	9	10	11	12
Sales												
Less:												
Cost of Merchandise Sold or												
Cost of Materials Used												
Gross Profit												
Less Expenses:												
Salaries (exclude owner)												
Rent: Property												
Equipment												
Repairs and Maintenance												
Telephone and Utilities												
Supplies - Administrative												
Auto and Truck Expense												
Advertising												
Accounting and Legal												
Bad Debts												
Taxes and Licenses												
Depreciation												
Insurance												
Interest												
Office Expense												
Seeds												
Fertilizers												
Insecticides												
Feeds												
Fuel												
Other Expenses												
Total Expenses												
Net Profit												
Less Owner's Withdrawal												
Amt Available for Loan Payment												
Less Loan Payment (principal)												
Balance Retained by Business												

_____ Date

_____ Signature of preparer if other than applicant

_____ Signature of Applicant

Company Name

Income Statement

For the year that ended [enter date]

Revenue

Gross Sales	
Less: Sales Returns and Allowances	
Net Sales	\$

Cost of Goods Sold

Beginning Inventory	
Add: Purchases	
Direct Labor	
Indirect Expenses	
Inventory Available	\$
Less: Ending Inventory	
Cost of Goods Sold	\$
Gross Profit (Loss)	\$

Expenses

Rent	\$
Amortization	\$
Utilities	\$
Wages & Direct Cost	\$
Commissions	\$
Supplies	\$
Marketing	\$
Logistics	\$
Repairs and Maintenance	\$
Miscellaneous	\$
Depreciation	\$
Interest	\$
Total Expenses	\$
Net Operating Income	\$

Other Income

Gain (Loss) on Sale of Assets	
Interest Income	
Total Other Income	\$
Net Income (Loss)	\$

Business Collateral & Debt to Equity (DTE)

BUSINESS CHECKING & SAVINGS

Please list total cash on hand in business checking and savings accounts.

Cash in Checking & Savings

\$

Accounts Receivable
(Money owed to the business)

\$

BUSINESS SHORT-TERM DEBT

Short-term debt is any expense that your business currently owes that must be paid within the next 12 months.

Short Term Debt

\$

BUSINESS ASSETS

Please list available assets below. Available assets are those that are not already used as collateral for other financing.

*Note that this is NOT a security guarantee, but rather will provide us with an estimate of your available collateral. Listing this information does not obligate you to anything.

Business Inventory			
Description	Value	Lienholder (if no lien, leave blank)	Balance owed (if there is a lien on the asset)
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Business Equipment			
Description	Value	Lienholder (if no lien, leave blank)	Balance owed (if there is a lien on the asset)
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Business Real Estate			
Description	Value	Lienholder (if no lien, leave blank)	Balance owed (if there is a lien on the asset)
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Other Business Assets			
Description	Value	Lienholder (if no lien, leave blank)	Balance owed (if there is a lien on the asset)
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Household Assets

The following information will be used to calculate your household net worth.

Total value of all Household Assets

\$

Total amount owed on any Household Assets

\$

Debt Service Coverage Ratio DSCR Form

Business Name

Amount Requested

	\$
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Business Profit

2 Years Prior

2 years ago, how many months were you in operation?

Gross Sales	Cost of Goods Sold (COGS)	Business Expenses	Net Profit
\$	\$	\$	\$

1 Year Prior

1 year ago, how many months were you in operation?

Gross Sales	Cost of Goods Sold (COGS)	Business Expenses	Net Profit
\$	\$	\$	\$

Current Calendar Year

For the current calendar year, please provide year-to-date information PLUS projections through the end of the year.

The numbers below should reflect total expected revenue and expenses for this full calendar year.

How many months will you be operating?

Gross Sales	Cost of Goods Sold (COGS)	Business Expenses	Net Profit
\$	\$	\$	\$

Existing Business Debt

Debt 1	Type of Debt: (ex.: car loan, credit card, etc.)	
	Monthly Payment:	\$
	Current Balance:	\$
	To whom do you owe money?	
	Maturity Date	
	Current Interest Rate	

Debt 2	Type of Debt: (ex.: car loan, credit card, etc.)	
	Monthly Payment:	\$
	Current Balance:	\$
	To whom do you owe money?	
	Maturity Date	
	Current Interest Rate	

Debt 3	Type of Debt: (ex.: car loan, credit card, etc.)	
	Monthly Payment:	\$
	Current Balance:	\$
	To whom do you owe money?	
	Maturity Date	
	Current Interest Rate	

Debt 4	Type of Debt: (ex.: car loan, credit card, etc.)	
	Monthly Payment:	\$
	Current Balance:	\$
	To whom do you owe money?	
	Maturity Date	
	Current Interest Rate	

Debt 5	Type of Debt: (ex.: car loan, credit card, etc.)	
	Monthly Payment:	\$
	Current Balance:	\$
	To whom do you owe money?	
	Maturity Date	
	Current Interest Rate	

For additional debts, please provide the same information requested for above.

Household Income/Debt Service

Monthly Household Income (Total for household earners over the age of 18)	\$
Monthly Household Debt Payments Total for all household earners over the age of 18. (Examples: Car payments, Mortgages, other Debt related payment)	\$
Monthly Household Expenses - not including debt payments Total for all household earners over the age of 18 (Examples: Groceries, Cell Phone Payments, Gas, etc.)	\$

Sources & Uses Statement

(Fund Breakdown)

Uses	Amount
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
8.	\$
9.	\$
10.	\$
Total:	\$

MANAGEMENT RESUME

Business Name or DBA:	
Name:	Date of Birth:
Place of Birth:	SSN:
Address:	Previous Address:
Email:	Resided:
Home Phone:	Work Phone:

EMPLOYMENT HISTORY

<u>Employer</u>	<u>Dates Employed</u>	<u>Details</u>
-		Title: Duties: Reason for Leaving:
-		Title: Duties: Reason for Leaving:
-		Title: Duties: Reason for Leaving:
-		Title: Duties: Reason for Leaving:

EDUCATION

<u>College/Institution</u>	<u>Dates Attended</u>	<u>Details</u>
-		Degree: Major:
-		Degree: Major:
-		Degree: Major: