

Citizen Potawatomi

Community Development Corporation



# Commercial Loan Application

Visit us on the web: [www.cpcdc.org](http://www.cpcdc.org)  
Email us: [info@cpcdc.org](mailto:info@cpcdc.org)

☎ 405-878-4697  
📠 405-878-4665

130 E. MacArthur, Suite 206  
Shawnee, Oklahoma 74804



*This institution is an equal opportunity provider and employer.*





Loan Maximum of \$300,000. Use of Funds: Equipment, Building Improvements, Real Estate Acquisition, and on occasion, Debt Refinancing (evaluated on a case-by-case basis). Terms: up to 5 years, although certain loans may be amortized for longer periods.

Citizen Potawatomi Community Development Corporation staff is available to provide technical assistance to those interested in starting a new business or expanding an existing business. Business assistance may include advice on business structure, preparation of loan materials, business plan development, market analysis, marketing and strategic planning, government and private sector contracting fundamentals, understanding business legal issues, general financial management, or referral to cooperating/partnering organizations.

**We are not a bank, but we do utilize basic lending guidelines when reviewing a loan application. However, we are more flexible in how we apply those guidelines to our decision making process. When evaluating a loan request, we generally review the following factors (and others, as appropriate):**

**CREDIT REPORT** – While good credit is important, the Citizen Potawatomi Community Development Corporation recognizes that applicants may have had credit issues in the past. We attempt to be more flexible than a traditional lender when reviewing your credit.

**COLLATERAL** – Collateral is considered a secondary source of repayment in the event cash flow of the business proves inadequate to repay the loan. Collateral demonstrates that applicant believes in the business and is willing to commit something of value to ensure payment.

**EQUITY** – Applicant should have something at risk in the business. For a startup, it may be cash or equipment or other assets owned by applicant or business before the loan request.

**CASHFLOW/PROFITABILITY** – Because these components are the primary sources for repayment of a loan, we review financial statements to determine cash-flow and profitability.



# Application Checklist

<b>Information &amp; Documents</b>		<b>Information &amp; Documents</b>	
<b><u>Startup Business</u></b>		<b><u>Existing Business</u></b>	
<input type="checkbox"/>	Completed application form, signed and dated	<input type="checkbox"/>	Completed application form, signed and dated
<input type="checkbox"/>	Business Plan	<input type="checkbox"/>	Business Plan
<input type="checkbox"/>	Resume of each principal	<input type="checkbox"/>	Resume of each principal
<input type="checkbox"/>	Personal Financial Statements for each principal	<input type="checkbox"/>	Personal Financial Statements for each principal
<input type="checkbox"/>	Copy of Corporate documents	<input type="checkbox"/>	Copy of Corporate documents
<input type="checkbox"/>	Credit authorization, signed and dated	<input type="checkbox"/>	Credit authorization, signed and dated
<input type="checkbox"/>	List of additional collateral available to secure loan	<input type="checkbox"/>	List of additional collateral available to secure loan
<input type="checkbox"/>	Copy of Driver's License	<input type="checkbox"/>	Copy of Driver's License
<input type="checkbox"/>	Copy of Tribal Enrollment or CDIB Card	<input type="checkbox"/>	Copy of Tribal Enrollment or CDIB Card
<input type="checkbox"/>	Copies of last three years federal income tax returns for each principal	<input type="checkbox"/>	Copies of last three years federal income tax returns for each principal
<input type="checkbox"/>	Detailed source and use of funds statement	<input type="checkbox"/>	Detailed source and use of funds statement
<input type="checkbox"/>	Cash flow projections for the first 36 months of business operations	<input type="checkbox"/>	Copies of last three years Business federal tax returns
<input type="checkbox"/>	Twelve Month Profit and Loss Projection	<input type="checkbox"/>	Interim business financials (balance sheet and profit & loss statement)
<input type="checkbox"/>	Proposed product brochures, marketing materials and list of prospective customers	<input type="checkbox"/>	Month to month projections for one fiscal year

# Commercial Loan Application

<i>Loan Requested</i> \$	<i>Application Date</i> MM/DD/YEAR	<i>Purpose of financing:</i> <input type="checkbox"/> Mat 'l <input type="checkbox"/> Equip <input type="checkbox"/> Inv <input type="checkbox"/> Supplies <input type="checkbox"/> Other: _____	<i>To: Citizen Potawatomi Community Development Corp. 130 E MacArthur Shawnee, OK74804</i>
<input type="checkbox"/> Commercial Only <input type="checkbox"/> Commercial with Real Estate	<i>Requested # of Months:</i>		
Checking Account? <input type="checkbox"/> Yes <input type="checkbox"/> No Savings Account <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you been turned down by a bank or lender before applying with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how long ago? _____		
<b>Primary Applicant</b>	<b>SS#</b>	<b>Co Applicant</b>	<b>SS#</b>
<i>First Name, Middle Initial</i>	<i>Last Name</i>	<i>First Name, Middle Initial</i>	<i>Last Name</i>
<i>Address</i>	<i>Home Phone</i>	<i>Address</i> <input type="checkbox"/> check if same as Primary	<i>Home Phone</i>
	<i>Cell Phone</i>		<i>Cell Phone</i>
<i>Marital Status:</i> <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Unmarried		<i>Marital Status:</i> <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Unmarried	
<i>Tribal Affiliation:</i> <input type="checkbox"/> Citizen Potawatomi <input type="checkbox"/> Other: _____		<i>Tribal Affiliation:</i> <input type="checkbox"/> Citizen Potawatomi <input type="checkbox"/> Other: _____	
<i>Email</i>		<i>Email</i>	
<b>DOB</b> MM/DD/YEAR		<b>DOB</b> MM/DD/YEAR	
<i>Employer Name and Address</i>	<i>Annual Income</i> \$	<i>Employer Name and Address</i>	<i>Annual Income</i> \$
	<i>Employer's Phone</i>		<i>Employer's Phone</i>
<b>Officers &amp; Principals</b>			
<i>Name</i>	<i>Street Address, City, St, Zip</i>		<i>Title</i>
<b>Business Information</b>			
Legal Structure: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Partnership			
<i>Business Name</i>	<i>DBA (if different)</i>	<i>Web Address</i>	<i>EIN / TIN</i>
<i>Address</i>	<i>City</i>	<i>State</i> <i>Zip</i>	<i>Is this an existing business? Yes No</i> <i>Operating Since:</i> MM/DD/YEAR
<i>Service Address (if different)</i>	<i>City</i>	<i>State</i> <i>Zip</i>	<i># of Full-Time Employees:</i> _____
			<i># of Part-Time Employees:</i> _____
<i>Business Phone</i>	<i>Alt Business Phone</i>	<i>Business Fax</i>	<i>Native Ownership</i> _____%
<i>Describe the Business</i>			
<b>Information for Government Monitoring Purposes</b>			
<b>Primary Applicant</b>	<input type="checkbox"/> I do not wish to furnish this information		<b>Co Applicant</b>
<i>Race/Ethnicity:</i> <input type="checkbox"/> Native American <input type="checkbox"/> Caucasian <input type="checkbox"/> African American <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Other: _____		<i>Race/Ethnicity:</i> <input type="checkbox"/> Native American <input type="checkbox"/> Caucasian <input type="checkbox"/> African American <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Other: _____	
<i>Sex</i> <input type="checkbox"/> Male <input type="checkbox"/> Female		<i>Sex</i> <input type="checkbox"/> Male <input type="checkbox"/> Female	
<b>Certification and Credit Authorization</b>			
<p>The undersigned hereby authorizes the Citizen Potawatomi Community Development Corporation or any of its affiliates, successors, or assigns to make all inquiries with credit bureaus and others it deems necessary to verify the accuracy of the information provided herein, and to determine the applicant(s) credit worthiness. The undersigned hereby certifies that application including all attachments, exhibits, schedules, and supporting documents are valid, accurate, and complete as of the stated date. These statements are made for the purpose of obtaining a loan. The undersigned further certifies that the proceeds of any loan made as a result if this application will be used for business purposes stated herein.</p>			
_____ <i>Primary Applicant's Signature</i>		_____ <i>Co Applicant's Signature</i>	
_____ <i>Date</i>		_____ <i>Date</i>	

# Your Business

Please provide us with information on your business plan and cash flow projections if available. If you need more space please attach additional sheets.

## Operating Your Business:

1. Please give the name of your business: \_\_\_\_\_
2. Describe the type of product or service your business will offer
3. Is your business  Start-up  Currently operating since: \_\_\_\_\_
4. What type of industry: (please check all that apply)  
 Service  Retail  Wholesale
5. What is the legal structure of your business:  
 Sole Proprietorship  
 LLC  
 Partnership (please include a copy of the partners' names and addresses)  
 Corporation (please include a copy of the article of incorporation)
6. Please list any state and/or federal licenses your business is required to have in order to operate. Do you currently have these licenses?
7. Is a city or town privilege license required?  Yes  No  
If yes, do you have this license  Yes  No
8. Will this business operate:  Full-time  Part-time  Seasonally
9. Not including yourself, this business will currently employ: #\_\_\_\_ Full-time employees; #\_\_\_\_ Part-time employees
10. How many hours per week will you work in your business? \_\_\_\_\_
11. Why did you choose to be in this business?
12. Please describe your experience in this business?
13. Have you previously owned a business?  Yes  No
14. Will this business be your primary source of income?  Yes  No

## Your Business Cont.

15. What are your business goals for the first year of operation?
16. Are you currently employed outside this business?  Yes  No
17. What are the hours of your current job?
18. What is your current job title?
19. How long have you been employed with the above employer? \_\_\_\_\_ years \_\_\_\_\_ months  
If less than 2 years please list your previous employer and position.
20. Do you plan to keep this job while operating your business?  Yes  No

**Business Sales Information** – This information should be actual sales data for existing business and projected sales data for proposed businesses. Applicants may be asked to verify this information.

1. How much is your average sale? \$ \_\_\_\_\_
2. How many customers do you serve each day? \_\_\_\_\_
3. Approximately how many days are you open each month? \_\_\_\_\_
4. What are your total monthly sales? \$ \_\_\_\_\_
5. What are your total monthly expenses? \$ \_\_\_\_\_
6. What and how much are your three greatest expenditures each month? \_\_\_\_\_  
\_\_\_\_\_
7. What are your lowest sales months? \_\_\_\_\_
8. What is your peak season?  Fall  Winter  Spring  Summer
9. Will this business pay you a salary?  Yes  No If yes, how much will it pay you each month?  
\$ \_\_\_\_\_

## Source & Use of Funds

(Use this page to list all items to be **acquired with loan funds.**)

Item Description (make and model)	Serial/VIN #	Cond. (Good, Fair Poor, Etc.)	Vendor/Source	Qty	List Price	Actual Purchase Price
<b>TOTALS</b>						

## List of Additional Collateral

This list should consist of items you are willing to offer as additional collateral/security for the loan you are requesting.  
Do not include items to be acquired from loan funds.

Item Description	Value	Amount Owed	Equity	Lienholder	Comments
<i><b>Example:</b> Personal Residence</i>	<i>\$150,000</i>	<i>\$90,000</i>	<i>\$60,000 (Val - Amt. Owed)</i>	<i>Chase Mortgage</i>	<i>Will pledge equity my home</i>
<b>TOTALS</b>	\$	\$	\$		



# Applicant Certification & Credit Authorization

The undersigned hereby authorizes the Citizen Potawatomi Community Development Corporation or any of its affiliates to make all inquiries with credit bureaus and others it deems necessary to verify the accuracy of the information provided herein, and to determine the credit worthiness. Further, the undersigned hereby certifies the enclosed application information including all attachments, exhibits, schedules, and supporting documents are valid, accurate, and complete as of the stated date. These statements are made for the purpose of obtaining a loan. False statements may result in the forfeiture of benefits. The undersigned hereby further certifies the proceeds of any loan made as a result of this application will be used for business purposes only.

<b>Applicant</b>
Name (Print)
First      MI      Last
Date of Birth
Social Security Number
Street Address
City, ST Zip
Signature
Today's Date

<b>Co-Applicant</b>
Name (Print)
First      MI      Last
Date of Birth
Social Security Number
Street Address
City, ST Zip
Signature
Today's Date

# Monthly Cash Flow Statement

Instructions: Show future numbers, not past, Show only cash, not the value of the items. Round off numbers to the nearest dollar.

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	TOTAL
Beginning Cash													
<b>Cash In</b>													
Equity													
Sales													
Other Revenue													
Loans													
Total Cash In													
<b>Cash Out</b>													
Inventory & Materials													
Equipment & Sales													
Business Rent													
Employees' Salaries													
Other													
Loan Payments													
Owner's Salary													
TOTAL Cash Out													
Ending Cash													

## Twelve Month Profit and Loss Projection (Pg. 1 of 2)

Instructions: Show only future numbers, not past. Show only cash, not the value of the items. Round off numbers to the nearest dollar.

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	TOTAL
<b>Revenue</b> (You can describe each Category as it fits your business, i.e. "Sales" "Rebates" etc...)													
Category 1													
Category 2													
Category 3													
Category 4													
Category 5													
Category 6													
Category 7													
TOTAL Revenue													
<b>Cost of Sales</b>													
Category 1													
Category 2													
Category 3													
Category 4													
Category 5													
Category 6													
Category 7													
TOTAL Cost of Sales													
GROSS PROFIT													

## Twelve Month Profit and Loss Projection (Pg. 2 of 2)

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	TOTAL
<b>Expenses</b>													
Salary													
Payroll													
Outside Services													
Supplies (office & operating)													
Repairs & Maintenance													
Advertising													
Car Delivery & Travel													
Accounting & Legal													
Rent													
Telephone													
Utilities													
Insurance													
Taxes													
Interest													
Depreciation													
Other Expenses													
Other Expenses													
Misc.													
TOAL Expenses													
NET PROFIT													

# Personal Financial Statement

ASSETS		
Current Assets		Amount
Cash on Hand		\$
Cash in Checking Account		
Cash in Savings Account		
Value of Securities, Stocks, & Bonds		
Value of 401k and/or IRA Accounts		
Autos & Personal Property		
Year	Make	Model
<b>Real Estate</b>		
Value of Personal Residence Value		
Address		
Value of Other Real Estate Owned		
Address		
Value of Other Real Estate Owned		
Address		
Est. Value of Personal Property		
Value of Other Assets/Property		
Describe		
<b>TOTAL ASSETS</b>		

LIABILITIES	
Debts Owed	Bal. Owed
Bank Loan	\$
Bank Name	
Bank Loan	
Bank Name	
Other Loans (Total)	
Lender Name	
<b>Vehicle Lenders</b>	
Lender	
Lender	
Lender	
Balance Owed on Personal Residence	
Lender	
Balance Owed on Other Real Estate	
Lender	
Balance Owed on Other Real Estate	
Lender	
<b>Credit Card Debt</b>	
Company Name	
Company Name	
Company Name	
<b>TOTAL LIABILITIES</b>	

Have you ever declared bankruptcy or had any judgments recorded against you?  Yes  No

Do you owe any unpaid taxes?  Yes  No If yes, please list the type of taxes you owe and the amount.

# Business Financial Statement

Financial Statement of \_\_\_\_\_  
(Name of Business)

\_\_\_\_\_  
(Street Address, City, State, Zip)

As Of \_\_\_\_\_  
(Today's Date)

<b>Current Assets</b>		<b>Current Liabilities</b>	
Cash on Hand (Not in a bank)	\$	Notes payable (Schedule 6)	\$
Cash in Banks (Schedule 1)	\$		\$
	\$		\$
Stocks and Bonds (Schedule 2)	\$		\$
Accounts Receivables (Trade)	\$	Accounts Payable	\$
	\$		\$
Notes Receivable (Schedule 3)	\$	Current Portion of Long Term Debt (Due within one year)	\$
Cash Value of Life Insurance	\$		\$
	\$		\$
Other CurrentState (itemize)	\$	Other Current Liabilities (itemize)	\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
<b>Total Current Assets</b>	<b>\$</b>	<b>Total Current Liabilities</b>	<b>\$</b>
<u><b>Fixed Assets</b></u>		<u><b>Long Term Liabilities</b></u>	
Real Estate (Schedule 4)	\$	Real Estate Debt (Schedule 4)	\$
Business	\$		\$
Other	\$		\$
	\$		\$
Business Vehicles and Equipment (Schedule 5)	\$	Owing on Vehicles and Equipment (Schedule 5)	\$
	\$		\$
	\$		\$
Other Assets and Investments (itemize)	\$	Other Long Term Debt (itemize)	\$
	\$		\$
	\$		\$
	\$		\$
<b>Total Fixed Assets</b>	<b>\$</b>	<b>Total Long Term Liabilities</b>	<b>\$</b>
		<i>Net Worth</i>	\$
<b>TOTAL ASSETS</b>	<b>\$</b>	<b>TOTAL LIABILITIES</b>	<b>\$</b>
Net Sales \$ _____ Net Profit \$ _____ Drawings or owner's salary \$ _____ Contingent Liabilities \$ _____			

