



A Division of Cape & Islands Community Development, Inc.

• 5 Shoot Flying Hill Road, Centerville, MA 02632 • Phone 508790-2921 • Fax 508-362-3698 •

Welcome to Coastal Community Capital Small Business Lenders to Southeastern, Massachusetts

Welcome to Coastal Community Capital. We assist borrowers to be prepared for the lending relationship and lending requirements by understanding your expectations and timeframes as these relate to –

1. Your business strategy and collateral for protecting lending risk,
 2. The strength of your cash flow to support your business model and debt service,
 3. The strength of your business strategy to manage and grow your business effectively, and
 4. Understanding that the financial relationship is effective if borrower and lender chemistry is balanced and maintained over time.
- Our **mission** is to champion the growth of diverse small companies in our communities through advocacy and lending services.
 - Our **vision** is to be *the most successful innovative non-profit small business lender in the country*.
 - We assist borrowers by helping to assemble loan packages, reviewing credit information, performing loan analysis, submitting applications, and locating competitive lenders interested in making you an SBA loan.
 - We do the work while you continue to run your business. And we do not get paid unless your loan gets approved.

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- We are exclusive 2nd Trust Deed lenders on the SBA 504 loan program – 90% fixed rate financing for owner-user commercial real estate.
 - We are a private non profit company licensed and chartered by the Small Business Administration.
 - We work with all the banks/lenders in Massachusetts that participate in the 504 program.
 - In addition to our SBA 504 program we can provide direct lending, low equity loans, or loan guarantees.

Why Use Coastal Community Capital?

- 90% Fixed Rate-Financing – 20 year – approximately 6.5% fixed.
- Fast Pre-Qualification
- Tax Advantages over leasing
- 20 Year Amortization

We have established a solid reputation among small business owners, bankers, and real estate brokers for dependability and efficiency in developing financing packages that meet the needs of small, growing businesses. Coastal has a wide selection of loan programs plus over ten years of personalized customer service that sets the standard for the industry. We can help you get the best loan available for your commercial property.

We have prepared the attached information to assist you in your business development process. This guide illustrates which of the following documents and forms you would need to complete, depending on your stage in the lending process.

Stage	Planning	CALL	Preparation	CALL	Asking	CALL
Step 1 -	Complete Executive Summary Business Plan & Income and Financial Statements (2)	Contact us to discuss next step.				
Step 2 -	Complete Executive Summary Business Plan & Income and Financial Statements (2)		Complete Personal Information and Resume Form (3)	Contact us to discuss next step.		
Step 3 -	Complete Executive Summary Business Plan & Income and Financial Statements (2)		Complete Personal Information and Resume Form (3)		Assemble information on Application Checklist (4) and complete Loan Application (5)	Contact us to arrange a visit and discussion

Documents Attached

- Executive Summary Business Plan – This document will help you to clarify your business focus and purpose.
- Income and Financial Statements – This document will present 3 years of quarterly financial information necessary to support your business focus and purpose.
- Personal Information and Resume Form – This document will provide pertinent professional experience necessary to support your planning process.
- Application Checklist – This document reviews all the pertinent information you will need to present as you go through the lending process.
- Loan Application – This document presents the detail necessary to effectively assist you in the processing of your loan request.

Coastal Community Capital – SBA 504 PROCESS DESCRIPTION

1. Coastal Community Capital Introduction by Loan Officer
2. SBA 504 introduction by Coastal Community Capital Loan Officer
3. Use of Loan Proceeds worksheet outlining financing structure
4. Client to complete Coastal Community Capital application
5. Client to complete items on prequalification checklist on page one of application
6. Prequalification within 48 hours of receipt of application & prequal checklist items
7. Coastal Community Capital Loan Processor prepares checklist of ancillary items
8. Ancillary item checklist sent to borrower
9. Borrower to return items from checklist to Coastal Community Capital
10. Coastal CC will share all information with First Mortgage Lender
11. Coastal CC to complete underwriting of transaction (1 week)
12. Coastal CC to obtain loan approval from Loan Committee & Board (1 week)
13. Simultaneous underwriting by First Mortgage Lender
14. Coastal Community Capital gets application forms signed by borrower
15. File is sent to SBA Central Processing in Sacramento, CA for their concurrence
16. SBA underwrites transaction for formal loan approval (1 week)
17. SBA approval (504 Authorization for Debenture Guaranty) sent to bank and borrower
18. Bank closes escrow
19. Bank does permanent 1st mortgage and interim/temporary 2nd mortgage to close escrow
20. Any improvements included in interim 2nd mortgage
21. All improvements must be completed prior to 504 debenture funding process
22. Coastal CC prepares closing package to pay off interim 2nd mortgage
23. Coastal CC Closing Processor sends closing checklist to bank and borrower
24. Bank and borrower return items from closing checklist
25. Coastal Community Capital prepares debenture signing documents
26. Borrower meets with Coastal Community Capital to sign loan documents
27. SBA 504 debenture funds – on the Wednesday following the 2nd Sunday of the month

Please call us with any questions.

Best regards,

Jeanine Marshall
Coastal Community Capital

Jeannine Marshall
508-790-2921



A Division of Cape & Islands Community Development, Inc.

"Equal Opportunity Providers"

The SBA 504 Loan Program

The U.S. SBA 504 Loan Program is for new and expanding Businesses: SBA 504 loans provide long-term, fixed rate financing that can be used to buy land and build a new building, to renovate / expand an existing one, and / or, to purchase equipment / machinery.

The U.S. Small Business Administration's 504 Loan Program is all about partnerships. It involves:

- A participating partner bank (*of your choice*) who will usually provide a loan for up to 50% of the total cost of an expansion or acquisition project
- Coastal Community Capital, an authorized Community Development Corporation, will usually provide a loan for up to 40% of the financing (*up to a maximum of \$4.0 million*) 100% guaranteed by the US SBA.
- A business will usually have to contribute at least 10% of a project's cost, either in cash or equity: slightly more if the business is a 'startup'

What Businesses Are Eligible For SBA 504 Loan Program? The program is intended for small and medium-sized businesses. Larger businesses, those with a net worth of more than \$7 million and / or an average income, after taxes, of more than \$2.5 million for the last two years, may be ineligible for SBA 504 financing.

What Is Coastal Community Capital's Loan Limit? Normally, the maximum participation of Coastal Community Capital is limited to 40% of the total project up to a maximum of \$1,500,000. However, there are special category business expansion projects (i.e. rural based, women-owned, veteran-owned or minority-owned businesses; projects located in an enterprise zone; and businesses that export), which increase the maximum loan possible through the 504 loan program to \$2,000,000. Manufacturing firms are eligible to secure one or more SBA 504 loans to 40% of the total project up to a maximum of \$4,000,000.

What Are The Interest Rates, Terms and Costs of Coastal Community Capital's Loan? Interest rates are set by the market monthly and are fixed for the life of the loan. The term may be either 10 year (machinery and equipment loans) or the more common term of 20 years (used on all real estate loans). Costs associated with negotiating, selling, underwriting and funding the bond sale in New York total approximately 2.75% of the 504 portion of the loan. These costs are financed as part of the bond sale so small business owners do not have to pay these costs out of pocket.

What Are the Rates, Terms and Costs of Partner Banks? Banks who provide approximately 50% of the total financing project, will charge market interest rates, which will usually be variable rates.

What Collateral is Required? Generally, the assets of the project being financed are adequate collateral for the purposes of the 504 Loan Program. Personal guarantees of the principal owners of the business, and life insurance to the value of the loan amount are typically required. In very rare and exceptional cases, personal assets may be attached.

For further information contact Coastal Community Capital at 508-790-2921.



Jeannine Marshall 508-790-2921 ext. 1

**Typical Real Estate/Fixed Asset Project
SAMPLE FOR DISCUSSION PURPOSES ONLY**

Purchase Building	\$	780,000
Renovations	\$	200,000
Equipment	\$	20,000
Project total	\$	1,000,000

COMPARISON

	<u>Traditional</u>	<u>SBA</u>
Bank	\$ 800,000	\$ 500,000
Coastal Community Capital	\$ -	\$ 400,000
Equity	\$ 200,000	\$ 100,000
Project total	\$ 1,000,000	\$ 1,000,000

Terms	<u>Traditional</u>	<u>SBA</u>	<u>Opportunity</u>
Interest term	Floating	Fixed	Fixed for 20 yrs.
Interest Rate**	7.5%	6.40%	1.1%
Down Payment	\$200,000	\$100,000	\$100,000
Interest yr. 1	\$58,160	\$54,206	\$3,954
Monthly Payment	\$6,691	\$7,085	(\$394)
Fees*	\$0	\$12,000	(\$12,000)
	Total Opportunity		\$91,560

*Estimated time to recover fees is 3-4 years. Assumes \$4M per year in int. savings

** Bank rate at Fed. Prime + 0%, SBA rate assumes a February 2007 debenture sale



Lending. Growth. Success.

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In order to assist you in your effort to develop a workable (and fundable) business model, we have prepared the following **Executive Summary Business Plan**. The following information should not replace your effort to fully develop a Business Plan; however, we at Coastal Community Capital believe we can assist you best if we can facilitate the business review process without unduly burdening you. The following is intended to be brief, no more than two (2) single-spaced, typewritten pages. The following must be accompanied by completion of our accompanying Income and Financial Statements Excel Spreadsheets. You must also complete the attached Personal Information and Resume Form, as well as providing a current professional resume.

As always, if you have any questions in the completion of these documents, please contact us at:

Jeanine Marshall, 508-790-2921, x 1

Instructions for Completion of Executive Summary Business Plan

1. Please click File on the Toolbar, click "Save As," and save the document with your company name.
2. Sample narrative is included. Where you see brackets [], insert information as requested. Where **[text is highlighted, follow the instructions, then DELETE the highlighted text]**.
3. Upon completion of your Executive Summary, SAVE the results of your efforts.

Business Name:

Address:

City/Town:

Phone:

Fax:

Business Contact Name:

State:

Email:

Zip Code:

Web:

Executive Summary

Vision/Mission

In [year], [Company] was [formed/created] to produce and distribute [x], take advantage of [x], fill the void of ... [describe the goal of your business]. **[Include a statement covering your line of products and services: What kind of company do you want to be?]**

Now, [Company] is at a point where [what you need or want to do next]. **[Describe the [concept/opportunity/niche] in your marketplace to exploit as you build your business to the next level, etc.]**

Company Overview

Legal Business Description

The legal name of [Company] is **[list full name of company as listed with your local government]. [Include dba (*doing business as*) in the legal name of the company.]**

The legal form of [Company] is **[select appropriate form** Sole Proprietorship/General or Limited Partnership/Corporation/Subchapter S-Corporation].

The business location of [Company] is [list primary business address as well as satellite locations].

Management Team

Our management team consists of [x] men and women whose backgrounds consist of [x] years of experience with [list company names].

Our management team also includes [x] men and women with [x] years of [list expertise, if applicable in particular occupational areas, such as engineering and design, a chief financial officer with [x] years of accounting, administrative, merger and acquisition, banking experience]. **[Strong company backgrounds pertinent to your management team's functions are good references to demonstrate a solid background and assure a higher probability of future success.]**

[Provide a brief statement of your organization's structure – Officers, Managers, staffing by position title]. [If you have outside management advisors, indicate] Our company is supported by the following outside management advisors - .

Product Strategy

Current Product

[Company] currently offers [x] products: [List products and resources]. [x] our principal product consists of [x]. Overall our existing product line is [give status]. Our product technology consists of [x].

Research and Development

In response to demonstrated needs of our market, new products or services are being developed to include [x], [x], and [x]. The planned released date is [insert when].

Production and Delivery

The key factors in our [production or service] delivery include [x]. Our current [product or service] is produced at [x]. Because of [x], our future facility will need to [x]. Our biggest advantage is [x].

Market Analysis

[Give a brief summary of your existing and projected marketplace.]

Customer Profile

[Company]'s target market includes [types of customers]. The most typical customer of our products is someone who is in the [x] field, and who currently uses [product] for [give application/purpose]. **[If you think it is necessary, further describe the demographics of your target customer in 1 or 2 lines.]**

Competition

Companies that compete in this market are [Competitor 1], [Competitor 2] and [Competitor 3]. All companies charge competitive prices: [list examples and range of prices].

Risk

The top business risks that [Company] faces as it begins to [enter/expand in] the [x] market are: **[Give a 1 to 2 line description of your top 2 or 3 business risks.]** An environmental risk that may cause some concern is [top environmental risk].

Marketing Plan

[Company]'s marketing strategy is to enhance, promote and support the fact that our products [list your unique features, benefits, established market position/presence].

Sales Strategy

Because of [product]'s special market characteristics], [seasonal/geographic/etc., as mentioned in your Market Analysis section], our sales strategy includes... **[Briefly describe how your sales strategy will address specific market/environmental conditions.]** [Company]'s marketing strategy incorporates plans to sell our [product] through several channels. [Give a 1 to 2 line description of your major channels of distributing your product or service.] A partial list of [Company]'s major current customers includes: [x], [x] and [x].

Advertising and Promotion

Our advertising and promotion strategy is to position [Company] as the leading [manufacturer/service provider/distributor] in the market. **[Give a 1 to 2 line description of your top means of advertising and promoting your company and products to your customers.]**

Financial Plan

Our objective, at this time, is to [indicate goal 3-5 years out, (sales growth, gross revenues0)].

Capital Requirements

Our [initial/first year/total] capital requirements are for \$[x] by [date]. We anticipate additional investment requirements of \$[x] and \$[x] in [x] [months/years] and [x] [months/years] to allow us to increase production capacities to meet market demand.

The [loan/equity investment] will be used to [purchase build develop finance] [equipment/facilities/working capital]; specifically **[List the use of your investment requirement]:**

Exit/Payback

The increase in profits generated by [x] will allow us to have the funds to repay the loan in [x month/years].

Conclusion

[Company] enjoys an established track-record of excellent [support/service] for our customers. Their expressions of satisfaction and encouragement are numerous, and we intend to continue our advances in the [x] marketplace with more unique and effective [product or service].



Instructions for completion of Income and Financial Statements

1. Please click File on the Toolbar, click "Save As," and save the document with your Company's name.
2. The accompanying Income Projection worksheets are designed to estimate your business' quarterly income and expense projections for up to a 3 year period.
3. Each worksheet has formulas calculated to sum your income and expense projections. Type in the projections for each income and expense category that is applicable. The results will appear in the following rows - Total Sales, Gross Margin, Total Operating Expense, Total Other Expenses, Total Expenses, and Net Profit (Loss) Pre Tax; as well as the Totals Column.
4. Please provide data entries for at least 2 years. The Income Projection Summary worksheet will compile all data from each year's Totals Column.
5. S&A Funding - If you know how much you will require for a loan, how much you will provide in cash, and where you will apply the funds set-aside, please complete the S&A Funding worksheet. Again, formulas will compile results for you.
6. If you are a Start-Up Business, complete the Start-Up Proforma worksheet. Indicate not only your fund sources, but also the Start-Up costs for your business. Again, formulas will compile results for you.
7. **SAVE.** Once all data has been entered, please **SAVE** the results of your effort.
8. If you have questions in the completion of these documents, please contact us below:
Jeannine Marshall, 508-790-2921 ext.1

Income Projection by Month, Year One
Business Name:

	Month												Total
	One	Two	Three	Four	Five	Six	Seven	Eight	Nine	Ten	Eleven	Twelve	
Sales Receivable													
Product 1 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
Product 2 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
Product 3 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
Miscellaneous \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
Total Sales	\$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
Cost of Materials \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
Variable Labor \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
Cost of Goods Sold \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
Gross Margin	\$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
Operating Expenses													
Utilities \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
Salaries \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
Payroll Taxes and Benefits \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
Advertising \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
Office Supplies \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
Insurance \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
Maintenance and Cleaning \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
Legal and Accounting \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
Delivery Expenses \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
Licenses \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
Telephone \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
Depreciation \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
Miscellaneous \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
Rent \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
Total Operating Expense:	\$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
Other Expenses													
Interest (Term Loan) \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
Interest (line of credit) \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
Interest (equipment loan) \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
Total Other Expenses \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
Total Expenses	\$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
Net Profit (Loss) Pre Tax	\$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$

Income Projection by Quarter, Year One
Business Name:

	Quarter				Totals
	1st Qtr	2nd Qtr.	3rd Qtr	4th Qtr	
Sales Receivable					
Product 1	\$ -	\$ -	\$ -	\$ -	\$ -
Product 2	\$ -	\$ -	\$ -	\$ -	\$ -
Product 3	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -
Total Sales	\$ -	\$ -	\$ -	\$ -	\$ -
Cost of Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Variable Labor	\$ -	\$ -	\$ -	\$ -	\$ -
Cost of Goods Sold	\$ -	\$ -	\$ -	\$ -	\$ -
Gross Margin	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses					
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -
Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
Payroll Taxes and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Advertising	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Cleaning	\$ -	\$ -	\$ -	\$ -	\$ -
Legal and Accounting	\$ -	\$ -	\$ -	\$ -	\$ -
Delivery Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -
Rent	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Expense:	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Interest (Term Loan)	\$ -	\$ -	\$ -	\$ -	\$ -
Interest (line of credit)	\$ -	\$ -	\$ -	\$ -	\$ -
Interest (equipment loan)	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Net Profit (Loss) Pre Tax	\$ -	\$ -	\$ -	\$ -	\$ -

Income Projection by Quarter, Year Two
Business Name:

	Quarter				Totals
	1st Qtr	2nd Qtr.	3rd Qtr	4th Qtr	
Sales Receivable					
Product 1	\$ -	\$ -	\$ -	\$ -	\$ -
Product 2	\$ -	\$ -	\$ -	\$ -	\$ -
Product 3	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -
Total Sales	\$ -	\$ -	\$ -	\$ -	\$ -
Cost of Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Variable Labor	\$ -	\$ -	\$ -	\$ -	\$ -
Cost of Goods Sold	\$ -	\$ -	\$ -	\$ -	\$ -
Gross Margin	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses					
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -
Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
Payroll Taxes and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Advertising	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Cleaning	\$ -	\$ -	\$ -	\$ -	\$ -
Legal and Accounting	\$ -	\$ -	\$ -	\$ -	\$ -
Delivery Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -
Rent	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Expense:	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Interest (Term Loan)	\$ -	\$ -	\$ -	\$ -	\$ -
Interest (line of credit)	\$ -	\$ -	\$ -	\$ -	\$ -
Interest (equipment loan)	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Net Profit (Loss) Pre Tax	\$ -	\$ -	\$ -	\$ -	\$ -

Income Projection by Quarter, Year Three
Business Name:

	Quarter				Totals
	1st Qtr	2nd Qtr.	3rd Qtr	4th Qtr	
Sales Receivable					
Product 1	\$ -	\$ -	\$ -	\$ -	\$ -
Product 2	\$ -	\$ -	\$ -	\$ -	\$ -
Product 3	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -
Total Sales	\$ -	\$ -	\$ -	\$ -	\$ -
Cost of Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Variable Labor	\$ -	\$ -	\$ -	\$ -	\$ -
Cost of Goods Sold	\$ -	\$ -	\$ -	\$ -	\$ -
Gross Margin	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses					
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -
Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
Payroll Taxes and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Advertising	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Cleaning	\$ -	\$ -	\$ -	\$ -	\$ -
Legal and Accounting	\$ -	\$ -	\$ -	\$ -	\$ -
Delivery Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -
Rent	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Expense:	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Interest (Term Loan)	\$ -	\$ -	\$ -	\$ -	\$ -
Interest (line of credit)	\$ -	\$ -	\$ -	\$ -	\$ -
Interest (equipment loan)	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Net Profit (Loss) Pre Tax	\$ -	\$ -	\$ -	\$ -	\$ -

Income Projection: Three Year Summary
Business Name:

	Year 1	Year 2	Year 3	Totals
Sales Receivable				
Product 1	\$ -	\$ -	\$ -	\$ -
Product 2	\$ -	\$ -	\$ -	\$ -
Product 3	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -	\$ -
Total Sales	\$ -	\$ -	\$ -	\$ -
Cost of Materials	\$ -	\$ -	\$ -	\$ -
Variable Labor	\$ -	\$ -	\$ -	\$ -
Cost of Goods Sold	\$ -	\$ -	\$ -	\$ -
Gross Margin	\$ -	\$ -	\$ -	\$ -
Operating Expenses				
Utilities	\$ -	\$ -	\$ -	\$ -
Salaries	\$ -	\$ -	\$ -	\$ -
Payroll Taxes and Benefits	\$ -	\$ -	\$ -	\$ -
Advertising	\$ -	\$ -	\$ -	\$ -
Office Supplies	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -
Maintenance and Cleaning	\$ -	\$ -	\$ -	\$ -
Legal and Accounting	\$ -	\$ -	\$ -	\$ -
Delivery Expenses	\$ -	\$ -	\$ -	\$ -
Licenses	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -	\$ -
Rent	\$ -	\$ -	\$ -	\$ -
Total Operating Expense:	\$ -	\$ -	\$ -	\$ -
Other Expenses				
Interest (Term Loan)	\$ -	\$ -	\$ -	\$ -
Interest (line of credit)	\$ -	\$ -	\$ -	\$ -
Interest (equipment loan)	\$ -	\$ -	\$ -	\$ -
Total Other Expenses	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ -	\$ -	\$ -	\$ -
Net Profit (Loss) Pre Tax	\$ -	\$ -	\$ -	\$ -

Source & Application on Funds
Business Name:

Description of Sources and Applications of Funding

Sources:		
1 Term Loan	\$	-
2 Owners Cash	\$	-
Total	\$	-
Applications		
1 Real Estate	\$	-
2 Equipment	\$	-
3 Improvements	\$	-
4 Working Capital	\$	-
5 Cash Reserves	\$	-
Total	\$	-

Start-Up Proforma
Business Name:

Sources:

Mortgage Loan	\$	-
Term Loan	\$	-
Line of Credit	\$	-
Owners Cash	\$	-
Other	\$	-
Total	\$	-

Start-Up Costs

Building Purchase	\$	-
Site Work	\$	-
Construction	\$	-
Renovations	\$	-
Lease Start-up	\$	-
Equipment Purchase	\$	-
Inventory	\$	-
Contingencies	\$	-
Pre-Paid Expenses	\$	-
Miscellaneous	\$	-
Total	\$	-

Balance for Start-Up Capital \$ -



Personal Information and Resume Form

Name of Applicant Company: _____

Your Name: _____
First Middle Maiden Last

Date of Birth: _____ Place of Birth: _____ Race: _____

Home Address: _____
Street City State Zip

At current address from: _____ To Present Social Security No. _____

Home Phone: _____ Business Phone: _____

Previous Address: _____
Street City State Zip

From: _____ To: _____

Spouse's Name: _____
First Middle Maiden Last

Date of Birth: _____ Place of Birth: _____ Race: _____

Are you employed by the U.S. Government? Yes No

If yes, give name of agency and position: _____

Are you presently under indictment, on parole or probation? Yes No (If yes, indicate date parole or probation is to expire.)

Have you ever been charged with and or arrested for any criminal offense other than a minor motor vehicle violation: Include offenses which have been dismissed, discharged, or not prosecuted (All arrests and charges must be disclosed and explained on an attached sheet.) Yes No

Have you ever been convicted, placed on pretrial diversion, or placed on any form of probation, including adjudication withheld pending probation, for any criminal offense other than a minor vehicle violation? Yes No

Military Service Background

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Honorable? Yes No

Job Description: _____



APPLICATION CHECKLIST

For: _____

PLEASE PROVIDE THE ITEMS MARKED WITH AN "X"

Business Information

X	Description
X	A history and/or description of the business (<i>form included</i>)
	Business financial statements for the last 3 years for both the operating company and the holding company, if applicable
X	Interim financial statement dated within the last 60 days for both the operating company and the holding company, if applicable
X	Aging of Accounts Receivable and Payable (If applicable)
X	Projected Income Statement for two years after the loan (<i>form included</i>)
	For a new business (less than 2 years in existence) a monthly cash flow analysis for the first 12 months of operation or for 3 months beyond the break-even point (whichever is longer) together with a description of assumptions.
X	Business debt schedule for both the operating company and the holding company, if applicable (<i>form included</i>)
X	Federal tax returns for most recent calendar year of business
X	Articles of incorporation and By-Laws (<i>if Corporation</i>) – If applicable
	Articles of Organization and Operating Agreement (<i>if LLC</i>) – If applicable
	Partnership Agreement (<i>if Partnership</i>)
	Franchise agreement, if applicable
	The names of affiliated (through ownership or management control) business as well as the last two fiscal year-end financial statements for each of these firms, if applicable

Personal Information *for each owner of 20% or greater*

	Description
X	Personal tax returns for most recent calendar year
X	Personal resume (<i>form included</i>)
X	Personal financial statement (<i>form included</i>)

Real Estate Information

	Description
X	Real Estate Purchase Agreement or settlement sheet
X	Construction cost budget and/or equipment invoices (If applicable)
X	Existing environmental studies (If available-Otherwise fill out enclosed questionnaire)



LOAN APPLICATION

Operating Company

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Mailing Address (if not same as above) _____

Principal in Charge: _____ Phone: _____ Fax: _____

Secondary Contact Person: _____ Phone: _____ Fax: _____

Type of Business: _____ Date Established: _____

Type of Entity (check one): Proprietorship Partnership Corporation LLC

If Corporation: President: _____

 Vice Pres: _____

 Secretary: _____

Company Ownership: Name: _____ % Ownership: _____

 Name: _____ % Ownership: _____

 Name: _____ % Ownership: _____

 Name: _____ % Ownership: _____

Real Estate Holding Company *(if applicable) – if property is held personally, please indicate name here.*

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Principal in Charge: _____ Phone: _____ Fax: _____

Secondary Contact Person: _____ Phone: _____ Fax: _____

Date Established: _____

Type of Entity (check one): Proprietorship Partnership LLC

Company Ownership: Name: _____ % Ownership: _____

 Name: _____ % Ownership: _____

 Name: _____ % Ownership: _____

 Name: _____ % Ownership: _____

Project Information

Street address of project: _____

City: _____ State: _____ Zip: _____ County: _____

Square Footage of new building: _____ Square footage your company will occupy: _____

**Please note – SBA requires your company to occupy 51% of an existing building and 60% of new construction.*

Escrow Closing Date: _____

Realtor's Name: _____ Phone: _____

Total Project Costs

Purchase of existing building or Equipment only

Purchase Price \$ _____
 Remodel/Renovation..... \$ _____
 Equipment* \$ _____
 Other \$ _____
 Total \$ _____

Construction Project

Land acquisition..... \$ _____
 Construction bid..... \$ _____
 Architects, permits, other soft costs \$ _____
 Equipment* \$ _____
 Other \$ _____
 Total \$ _____

**Please note – equipment to be financed must have a useful life of 10 years or greater*

If there are any tenants that will lease a portion of the building, please provide the following information:

Tenant	Square Footage	Rent Amount

Employees

Number of Current Employees: Full Time _____ Part Time _____

Estimated number of employees in two years as a result of this project: Full Time _____ Part Time _____

Key Employees:

Name	Title	Responsibilities	Yrs w/ Company	Yrs in Industry

Miscellaneous Questions

Have you or any of your company ever been involved in bankruptcy or insolvency proceedings?

Yes No *If yes, please provide details on separate sheet*

Are you and your business involved in any pending or prior lawsuits?

Yes No *If yes, please provide details on separate sheet.*

Have you ever received a SBA loan?

Yes No *If yes, please provide a copy of the SBA Loan Authorization and the following.*

Original Amount: \$ _____ Date of Loan: _____

Current Balance: \$ _____ Status: _____

Authorization to Release Information

I/We hereby authorize any financial corporations, insurance companies, investors, credit bureaus, employers, banks, etc., to release any and/or all information on my/our records and/or accounts to Coastal Community Capital at its request.

I/We also authorize any information to be released by my/our original or photocopied signature.

I/We hereby certify that the enclosed information, including any attachments or exhibits provided here within or at a later date, is valid and correct to the best of my/our knowledge.

By: _____ Date: _____
Signature

Printed Name

By: _____ Date: _____
Signature

Printed Name

By: _____ Date: _____
Signature

Printed Name

By: _____ Date: _____
Signature

Printed Name

History and Nature of Business

Company Name: _____

When and by whom was your company established? _____

When did you gain control of the business? _____

Please describe the nature of your business and its primary products or services: _____
