

## Application Form

Thank you for your interest in a CFF loan. Please complete as much of the form as you can. We will contact you within 5 days of receiving your application to discuss your loan with you. Because we tailor our loans to the needs of your business, please be aware that you may be required to provide additional information or documentation.

In order for your application to be considered, you must attach all the requested documents. A summary of required attachments is provided below. You may submit this form by mail, email or fax. The form can be completed on the computer or by hand. If you have any questions about the application process, this form or wish to discuss your project, please do not hesitate to contact Phoebe Higgins at 415 293 6120 or [phiggins@californiafisheriesfund.org](mailto:phiggins@californiafisheriesfund.org)

### Required Attachments

1. *Proof of your business status. Please indicate which of the following you have attached.*

- Articles of incorporation       Partnership Agreement       Operations Agreement  
 Business License       Fictitious Business Name Statement

2. *Business Financial Status: Please attach the following documents.*

- Past three years of annual financial statements.  
 Past three months of bank statements.  
 Past three years of business income tax returns (e.g. Schedule C or 1120 or 1120S).  
 Most recent: Accounts Receivable and Accounts Payable Reports (if applicable).  
 Résumé of each member of the Management Team for businesses with >5 employees.  
 A two-year income and expense projection for your business.  
 A copy of an insurance policy for your business that covers any assets you have listed as collateral.

3. *If you want to use a fishing vessel as collateral, please attach:*

- A copy of a marine survey that was completed within the last six months

4. *If you want to use real estate as collateral, please attach:*

- Tax Assessment ID number  
 Legal description  
 Most recent appraisal of the property

4. *Personal Financial Status: Please attach the following documents:*

- Personal Financial Statement for each business owner (or married couple) that holds an ownership position in the company  
 Past three years of personal income tax returns (for each person who completes a Personal Financial Statement)  
 Signed approval for CFF to obtain each person's credit report. Please see attached form

Date: \_\_\_\_\_

## Section 1: General information

### 1. Organization details

Name of organization/business/fishing vessel \_\_\_\_\_  
What year was your organization established? \_\_\_\_\_  
Who started your organization? \_\_\_\_\_

*Please attach proof of your business status. Please indicate which of the following you have attached.*

Articles of incorporation       Partnership Agreement       Operations Agreement  
 Business License       Fictitious Business Name Statement

### 2. Organization Ownership

*Please list the names of each person that holds an ownership position in the company. Please state the percentage ownership that they hold and their relationship to the applicant. If you need more room, please submit an additional page with this document.*

Name of Owner / Partner _____	% Ownership held _____
Name of Owner / Partner _____	% Ownership held _____
Name of Owner / Partner _____	% Ownership held _____

### 3. What type of activities does your organization engage in?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 4. Please include a 2-3 sentence description of the background / experience of each member of your management team. If you need more room, please submit an additional page with this document.

Name \_\_\_\_\_  
Experience \_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_  
Experience \_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_  
Experience \_\_\_\_\_  
\_\_\_\_\_

5. How many people does your business currently employ? Full time is 35 hours / week and part time < 35 hours / week. Please state the average wage level / hour.\*

# Full time \_\_\_\_\_ \$ / hour \_\_\_\_\_ Benefits  Yes  No  
 # Part time \_\_\_\_\_ \$ / hour \_\_\_\_\_ Hours/week \_\_\_\_\_ Benefits  Yes  No

\*Note: fishing businesses that pay on % of catch: Please complete this section using your best estimates.

## Section 2: Use of CFF loan

6. What is the total cost of your project? \$ \_\_\_\_\_

7. What is the total loan amount requested from CFF \$ \_\_\_\_\_

8. What will the loan be used for?

<input type="checkbox"/> Purchase / lease fishing permits	\$ _____	<input type="checkbox"/> Purchase fishing vessel	\$ _____
<input type="checkbox"/> Purchase / lease fishing quota	\$ _____	<input type="checkbox"/> Purchase machinery and equipment	\$ _____
<input type="checkbox"/> Purchase real estate	\$ _____	<input type="checkbox"/> Purchase fishing gear	\$ _____
<input type="checkbox"/> Working capital	\$ _____	<input type="checkbox"/> Marketing	\$ _____
<input type="checkbox"/> Full time staff	\$ _____	<input type="checkbox"/> Part time staff	\$ _____*
<input type="checkbox"/> Other. Please explain below.	\$ _____		

\*Note: fishing businesses that pay on % of catch: Please complete this section using your best estimates.

9. Please list other sources of funding you plan to use:

Borrower contribution or investment \$ \_\_\_\_\_  
 Bank (Name: \_\_\_\_\_) \$ \_\_\_\_\_  
 Other. Please describe below. \$ \_\_\_\_\_

### Section 3: Financial Information

10. *Business Financial Status: Please attach the following documents.*

- Past three years of annual financial statements.
- Past three months of bank statements.
- Past three years of business income tax returns (e.g. Schedule C or 1120 or 1120S).
- Most recent: Accounts Receivable and Accounts Payable Reports (if applicable).
- Résumé of each member of the Management Team for businesses with >5 employees.
- A two-year income and expense projection for your business.
- A copy of an insurance policy for your business that covers any assets you have listed as collateral.

11. *What assets do you want to use as collateral against the loan?*

Item _____	Market value \$ _____
Item _____	Market value \$ _____
Item _____	Market value \$ _____
Item _____	Market value \$ _____

*If you want to use a fishing vessel as collateral, please attach:*

- A copy of a marine survey that was completed within the last six months

*If you want to use real estate as collateral, please attach:*

- Tax Assessment ID number
- Legal description
- Most recent appraisal of the property

12. *Personal Financial Status: Please attach the following documents:*

- Personal Financial Statement for each business owner (or married couple) that holds an ownership position in the company
- Past three years of personal income tax returns (for each person who completes a Personal Financial Statement)
- Signed approval for CFF to obtain each person's credit report. Please see attached form

### Section 4: Feedback

13. *Do you have other comments or feedback about this process?*

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## Section 5: Fishing businesses only

14. For each fishery you participate in please complete the following information below. Please use your best estimate if you do not have exact figures:

- Total lbs of seafood landed in the most recent season/year
- Total gallons of fuel used
- Gross revenue (money generated before expense reductions) from seafood sales
- Fishing gear you used in this fishery

Fishing year \_\_\_\_\_

Groundfish trawl (not whiting)	Lb fish _____ Gal fuel _____	Gear used _____ Gross Revenue \$ _____
Groundfish limited access	Lb fish _____ Gal fuel _____	Gear used _____ Gross Revenue \$ _____
Groundfish open access	Lb fish _____ Gal fuel _____	Gear used _____ Gross Revenue \$ _____
Whiting trawl (not other groundfish)	Lb fish _____ Gal fuel _____	Gear used _____ Gross Revenue \$ _____
Shrimp trawl	Lb fish _____ Gal fuel _____	Gear used _____ Gross Revenue \$ _____
Crabbing	Lb fish _____ Gal fuel _____	Gear used _____ Gross Revenue \$ _____
Halibut (Pacific or CA)	Lb fish _____ Gal fuel _____	Gear used _____ Gross Revenue \$ _____
Salmon	Lb fish _____ Gal fuel _____	Gear used _____ Gross Revenue \$ _____
Tuna	Lb fish _____ Gal fuel _____	Gear used _____ Gross Revenue \$ _____
Squid	Lb fish _____ Gal fuel _____	Gear used _____ Gross Revenue \$ _____
Sardines	Lb fish _____ Gal fuel _____	Gear used _____ Gross Revenue \$ _____
All Alaska & other fisheries	Lb fish _____ Gal fuel _____	Gear used _____ Gross Revenue \$ _____

**Thank you for your application. Our Loan Officer will contact you within 5 days to discuss your project.**

## **California Fisheries Fund Privacy Policy**

As a client or borrower of California Fisheries Fund your personal and company information is held in strict confidence. California Fisheries Fund limits access to borrower and client records to its own employees who manage the credits or accounts, those performing regulatory/oversight functions, and subcontractors who have signed confidentiality agreements. We will not publicly disclose information without your permission.

California Fisheries Fund is sensitive about the confidentiality of clients' information and uses a firewall and network security policies to make sure there is no unauthorized access to electronic files. Working papers and other sensitive documents that are not kept in secure files are shredded.

Please contact Phoebe Higgins, California Fisheries Fund Loan Officer, at 415-293-6120, if you ever have concerns about privacy issues.

## **Equal Opportunity**

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against applicants on the basis of sex, race, color, religion, national origin, age, handicap or marital status, whether all or part of the applicant's income is derived from a public assistance program or if the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal agency which administers compliance with this law is the Federal Trade Commission, 1100 Wilshire Blvd., Los Angeles, CA 90024, (213) 209 7575.

**Credit Check Authorization**

Applicant Name \_\_\_\_\_  
 Applicant Social Security Number \_\_\_\_\_  
 Applicant Date of Birth \_\_\_\_\_  
 Applicant Address \_\_\_\_\_

Co-Applicant Name \_\_\_\_\_  
 Co-Applicant Social Security Number \_\_\_\_\_  
 Co-Applicant Date of Birth \_\_\_\_\_  
 Co-Applicant Address \_\_\_\_\_

Applicant authorizes California Fisheries Fund to make inquiries as necessary to verify the accuracy of the statements made and to determine applicant creditworthiness (i.e. pull a credit report). The statements made herein are made for the purpose of either obtaining a loan or guaranteeing a loan. I understand false statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General (Reference 18 U.S.C. 1001).

**Applicant:**

\_\_\_\_\_  
 Print Name  
 \_\_\_\_\_  
 Signature Date

**Co-Applicant:**

\_\_\_\_\_  
 Print Name  
 \_\_\_\_\_  
 Signature Date

## Management Résumé

*(Additional forms available upon request)*

**Please fill in all spaces, and include full first, middle, maiden, and last names. No initials. If an item is not applicable, please indicate so. You may include additional relevant information on a separate exhibit. Sign and date where indicated.**

Name \_\_\_\_\_  
*First Middle Maiden Last*

Social Security Number \_\_\_\_\_

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

Residence Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Residence Address \_\_\_\_\_  
*Street City State Zip*

Previous Address \_\_\_\_\_  
*Street City State Zip*

Lived at previous address from \_\_\_\_\_ to \_\_\_\_\_

### Education

High School and College or technical training

Name of School	Location	Dates Attended (from / to)	Major / Field of Study	Degree or Certificate Awarded

### Military Service Background

Branch \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_ Honorable Discharge? \_\_\_\_\_

Rank at discharge \_\_\_\_\_ Major assignment or accomplishment \_\_\_\_\_

**Work Experience**

*List chronologically, beginning with present employment*

Company Name \_\_\_\_\_ Location \_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_ Title \_\_\_\_\_  
Duties \_\_\_\_\_

Company Name \_\_\_\_\_ Location \_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_ Title \_\_\_\_\_  
Duties \_\_\_\_\_

Company Name \_\_\_\_\_ Location \_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_ Title \_\_\_\_\_  
Duties \_\_\_\_\_

Company Name \_\_\_\_\_ Location \_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_ Title \_\_\_\_\_  
Duties \_\_\_\_\_

## Personal Financial Statement

As of \_\_\_\_\_, 20\_\_

Please complete this form for

- Each proprietor
- Each limited partner who owns 20% or more interest and each general partner
- Each stockholder owning 20% or more of voting stock and each corporate officer and director
- Any other person or entity that is providing a guarantee on the loan

**Please note this form is for personal finances only. Do not include items that are owned by your business.**

Name (First\_Last) \_\_\_\_\_  
 Residential address \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_  
 Business Name of Applicant / Borrower \_\_\_\_\_

<b>ASSETS</b>	(omit cents)
Cash (include savings)	\$ _____
Real Estate: primary residence <u>present value</u>	\$ _____
Other Real Estate (e.g. rental / 2 <sup>nd</sup> home) <u>present value</u>	\$ _____
IRA or other Retirement Account	\$ _____
Life Insurance <u>cash surrender value</u>	\$ _____
Automobile <u>present value</u>	\$ _____
*Fishing Vessel (describe in section 2)	\$ _____
*Fishing Permits (describe in section 2)	\$ _____
Stock or Bonds (describe in section 4)	\$ _____
Accounts Receivable – personal only	\$ _____
Other Personal Property	\$ _____
Other Assets	\$ _____
<b>Total Assets</b>	<b>\$ _____</b>

\*Do not list if asset of corporation / partnership

<b>LIABILITIES</b>	(omit cents)	
Mortgage: primary residence	\$ _____	Monthly payment \$ _____
Mortgage: home equity loan	\$ _____	Monthly payment \$ _____
Mortgage: other (e.g. rental / 2 <sup>nd</sup> home)	\$ _____	Monthly payment \$ _____
Auto Loan	\$ _____	Monthly payment \$ _____
*Other Loan (describe below)	\$ _____	Monthly payment \$ _____
Credit Cards (current balance outstanding)	\$ _____	Monthly payment \$ _____
Accounts Payable (personal only)	\$ _____	Monthly payment \$ _____
Loan on Life Insurance	\$ _____	Monthly payment \$ _____
Unpaid Taxes	\$ _____	Monthly payment \$ _____
Other Liabilities	\$ _____	Monthly payment \$ _____
<b>Total Liabilities</b>	<b>\$ _____</b>	

**Net Worth (Total Assets – Total Liabilities)** \$ \_\_\_\_\_

\*Describe other loan

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Personal Income and Expenses

**INCOME**

Salary \$ \_\_\_\_\_  
 Owner Distributions from Business \$ \_\_\_\_\_  
 Real Estate Income (from rental property) \$ \_\_\_\_\_  
 Income \$ \_\_\_\_\_  
 Other Income \$ \_\_\_\_\_  
**Total** \$ \_\_\_\_\_

Describe \_\_\_\_\_

**EXPENSES**

Annual Payments on Mortgages \$ \_\_\_\_\_  
 Rent \$ \_\_\_\_\_  
 Annual Payments on Loans \$ \_\_\_\_\_  
 Annual Credit Card Interest \$ \_\_\_\_\_  
 Groceries \$ \_\_\_\_\_  
 Utilities \$ \_\_\_\_\_  
 Family Support (alimony /child support) \$ \_\_\_\_\_  
 Property Taxes \$ \_\_\_\_\_  
 Income Taxes \$ \_\_\_\_\_  
 Miscellaneous \$ \_\_\_\_\_  
**Total** \$ \_\_\_\_\_

**Net Income (Total Income – Total Expenses)** \$ \_\_\_\_\_

**Section 1. Real estate owned**

(Attach signed attachments as necessary)

	Property A	Property B	Property C
Type of Property			
Name of Title Holder			
Date Purchased			
Original Cost			
Present Market Value			
Name of Mortgage Holder			
Mortgage Balance			
Monthly Payment			

**Section 2. Other Personal Property**  
*(Attach signed attachments as necessary)*

	Property A	Property B	Property C
Type of Property (e.g. Fishing Vessel / Groundfish Permit / IFQ)			
Name(s) of Owner(s)			
Date Purchased			
Original Cost			
Present Market Value			
Is there a Mortgage or Lien on this Property?			
If Mortgage or Lien, what is the amount?			

**Section 3. Notes Payable to Bank and Others**  
*(Attach signed attachments as necessary)*

	Note 1	Note 2	Note 3
Name & Address of Noteholder(s)			
Original Balance			
Current Balance			
Monthly Payment			
Type of Collateral / Security Pledged			

**Section 4. Stocks & Bonds**  
*(Attach signed attachments as necessary)*

	Note 1	Note 2	Note 3
Number of Shares			
Name of Securities			
Cost			
Market Value			

**Section 5. Unpaid Taxes**

*(Describe in detail the type, to whom payable, when due, amount and to what property any tax lien attaches.)*

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**Section 6. Other Liabilities**

*(Describe in detail.)*

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**Section 7. Life Insurance Held**

Face Amount \$ \_\_\_\_\_  
Cash Surrender Value of Policies \$ \_\_\_\_\_  
Name of Insurance Company \_\_\_\_\_  
Beneficiaries \_\_\_\_\_

**Section 8. Agreement**

I authorize CFF to make inquiries as necessary of the statements made and to determine my creditworthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. I understand that false statements may result in forfeiture of benefits and possible prosecution by the US Attorney General (Reference 18 U.S.C. 1001).

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Date of Birth \_\_\_\_\_ SSN \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Date of Birth \_\_\_\_\_ SSN \_\_\_\_\_