



Thank you for your interest in the California Fisheries Fund. In order to consider you for a loan we need you to provide us with the following information.

Some items in this list are only required for certain loan types as indicated in parentheses [i.e. (Construction Loans Only)]:

**Business:**

- \_\_\_\_\_ **Loan Application form.** Please provide some basic information about your business and about the loan funds you are requesting on the enclosed form.
- \_\_\_\_\_ **History of the Business.** Please provide an explanation of your business and its history.
- \_\_\_\_\_ **Articles of Incorporation, Partnership Agreement or Operating Agreement.** Please provide a copy.
- \_\_\_\_\_ **Applicant's business financial statements for past three years.** Please provide copies of your business' income statements and balance sheets for the prior three fiscal years and an interim financial statement current within 90 days of the application.
- \_\_\_\_\_ **Three years of business income tax returns (i.e. 1120 or 1120S).**
- \_\_\_\_\_ **Three months of business bank statements.**
- \_\_\_\_\_ **Accounts receivable and accounts payable aging reports (most recent interim period).** These should be current as the date of the interim financial statements.

**Personal:**

- \_\_\_\_\_ **Personal Financial Statement.** The enclosed form must be completed by each individual business owner holding an ownership position in the company of at least 20%.
- \_\_\_\_\_ **Three years' personal income tax returns.** Please provide copies of tax returns for each person who completes a Personal Financial Statement.
- \_\_\_\_\_ **Management resume(s).** Please provide resumes on all company principals (see enclosed form).
- \_\_\_\_\_ **12 month cash flow and two year income/expense projection.**
- \_\_\_\_\_ **Construction contract (Construction Loans Only).** Please provide a copy.
- \_\_\_\_\_ **Plans and specifications (Construction Loans Only).** . Please provide a copy.
- \_\_\_\_\_ **Purchase and sale agreement (Business Purchase Only).** Please attach a copy of the purchase agreement or letter of intent and all available exhibits.
- \_\_\_\_\_ **Seller's business financial statements (Business Purchase Only).** If available, please provide copies of the seller's business income statements, balance sheets, corporate income tax returns and aging of accounts receivable and accounts payable for the prior three fiscal years and an interim financial statement current within 90 days of the application.

\_\_\_\_\_ **Lease.** Please provide a copy of your lease, including any amendments or modifications. If you do not yet have a lease, term agreement is adequate.

\_\_\_\_\_ **Real property collateral information.** For real estate to be provided as collateral in the transaction please provide Tax Assessment I.D. number, legal description, and most recent appraisal of property. (If appraisal is not available or property value has increased since last appraisal has occurred, a new one may be required.)

Once California Fisheries Fund receives all of the above requested items, we can commence our analysis of your business.

This is not a letter of intent or a letter of commitment. This checklist is only a tool to assist you in collecting information for your California Fisheries Fund loan application. This letter does not commit or obligate California Fisheries Fund in any way to provide a loan.

If you have any questions, please contact California Fisheries Fund Loan Officer, Phoebe Higgins, at 415-293-6120 or contact [info@californiafisheriesfund.org](mailto:info@californiafisheriesfund.org). We look forward to working with you.

*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 any 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, 11000 Wilshire Blvd., Los Angeles, CA 90024, (213) 209-7575.*



LOAN APPLICATION

If you require assistance in completing this application please contact California Fisheries Fund at 415-293-6120 or info@californiafisheriesfund.org.

Section 1: Company Information

Date: \_\_\_\_\_
Company Name: \_\_\_\_\_
Contact Person(s): \_\_\_\_\_
Address (Physical Address of Business Required): \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
Mailing Address (If different from above): \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_
Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_
Website URL: \_\_\_\_\_
Type of Business: \_\_\_\_\_
Date Established: \_\_\_\_\_

Type of Entity (check one):

- Corporation; State of Incorporation \_\_\_
Sole Proprietorship
Tribal Government
Limited Liability Corporation (LLC)
Partnership:
Non-Profit Corporation
Other (explain):

Employer ID#: \_\_\_\_\_
Company President: \_\_\_\_\_
Company Secretary: \_\_\_\_\_
Company Partners/Owners: \_\_\_\_\_ % ownership

Current Bank: \_\_\_\_\_

Branch: \_\_\_\_\_

Account Officer: \_\_\_\_\_

Telephone: \_\_\_\_\_

## Section 2: Project Information

What type of CFF loan are you applying for?

Fishery Association

Infrastructure

Business

Physical Address of Project:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Proposed Financing is for a(n):

Existing Business

Conservation Activities

New Business

Other, Please Explain:

Purchase of Existing Business

\_\_\_\_\_

Non Profit Activities

\_\_\_\_\_

Will facilities be leased?  Yes  No

Length of lease term: \_\_\_\_\_

If leased, name and contact information of landlord:

\_\_\_\_\_

Landlord phone: \_\_\_\_\_ Landlord fax: \_\_\_\_\_

Does the project include new construction?  Yes  No

Square footage of facility: \_\_\_\_\_

Projected date of construction commencement: \_\_\_\_\_

Projected date of construction completion: \_\_\_\_\_

**Section 3: Sources and Uses**

Dollar amount of loan being requested in this application: \$\_\_\_\_\_

Total project cost: \$\_\_\_\_\_

**Sources** of funding (provide \$ amount):

\$\_\_\_\_\_ California Fisheries Fund

\$\_\_\_\_\_ Owner Equity Contribution

\$\_\_\_\_\_ Bank (Name\_\_\_\_\_)

\$\_\_\_\_\_ Other, explain \_\_\_\_\_

\$\_\_\_\_\_ TOTAL

**Use of proceeds:**

\$\_\_\_\_\_ Machinery and Equipment (provide itemization including price)

\$\_\_\_\_\_ Inventory/Materials

\$\_\_\_\_\_ Land Acquisition

\$\_\_\_\_\_ Land Improvements

\$\_\_\_\_\_ Purchase and/or Remodel of Building

\$\_\_\_\_\_ New Construction (see H in Section 6)

\$\_\_\_\_\_ Working Capital

\$\_\_\_\_\_ Other, explain \_\_\_\_\_

\$\_\_\_\_\_ TOTAL

**Section 4: Summary of Collateral**

What type of collateral is available (i.e. Building, equipment, personal residence)?

Give collateral valuations and source (*List below*)

- 1. \$\_\_\_\_\_ \_\_\_\_\_
- 2. \$\_\_\_\_\_ \_\_\_\_\_
- 3. \$\_\_\_\_\_ \_\_\_\_\_
- 4. \$\_\_\_\_\_ \_\_\_\_\_
- 5. \$\_\_\_\_\_ \_\_\_\_\_

**Section 5: Jobs**

Number of Existing Full Time Jobs: \_\_\_\_\_ (One FTE is a 35 hour or more work week)

Number of Existing Part Time Jobs: \_\_\_\_\_ (One Part time is less than 35 hours a work week)

Number and type of new jobs to be created within the term of the loan:

Number	Type	Average Wage	Benefits	
_____	_____	\$_____	Y	N
_____	_____	\$_____	Y	N
_____	_____	\$_____	Y	N

## **Section 6: Support of California Fisheries Fund Goals**

Describe how the prospective project will help achieve the following California Fisheries Fund goals, where applicable:

1. Environment (e.g., promotion of more sustainable fishing operations, support of an existing or proposed incentive-based management framework such as Dedicated Access Privileges or catch shares, improved environmental practices and/or gear.)
2. Economic and community benefits (e.g., increased profitability to the fishery, ability to access additional capital from other sources, support for existing or proposed port infrastructure, improved operations, asset management, or marketing of sustainable fisheries).
3. Stewardship and marketing (e.g., number of participants in the loan recipient organization who are directly influenced and involved in this loan, potential new investments in sustainable fisheries that might result from this investment – describe how they will be promoting sustainable fishing).

**Section 7: Please answer the following. Provide the appropriate information, if applicable, as a corresponding attachment.**

A. Does the business or do the principal owners, key employees or directors operate any closely related affiliates, subsidiaries or branches? If yes, please provide their names and their relationship with the company along with a current balance sheet for each as an attachment.

Yes  N/A: If not applicable, initial here. \_\_\_\_\_

B. Is this business a franchise? If so, include a copy of the Franchise Agreement and the Franchisor's FTC Disclosure Statement

Yes  N/A: If not applicable, initial here. \_\_\_\_\_

C. In the past 12 months, has the primary borrower been rejected by a bank or credit union for a similar loan request?

Yes  N/A: If not applicable, initial here. \_\_\_\_\_

D. Provide information of previous government financing requests (including SBA) by any principals or affiliates. Attach additional sheets as necessary. If not applicable, initial here. \_\_\_\_\_

Name of Agency

Approved or Declined?

\_\_\_\_\_

\_\_\_\_\_

Original \$ Amount

Outstanding Balance

\_\_\_\_\_

\_\_\_\_\_

Date of Request

Status

\_\_\_\_\_

\_\_\_\_\_

E. Have any of the business owners ever been involved in a bankruptcy or insolvency proceedings? If so, please provide details in an attached statement.

Yes  N/A: If not applicable, initial here. \_\_\_\_\_

F. Is there any pending or threatened litigation, administrative proceedings, or investigation involving the business, its owners, officers, directors or managers acting in their official capacity, or a guarantor, that if adversely decided would affect the business? If so, please provide details.

Yes  N/A: If not applicable, initial here. \_\_\_\_\_

G. Have any of the business owners, officers, directors, managers or guarantors ever been convicted of a felony? If so, please provide details.

Yes  N/A: If not applicable, initial here. \_\_\_\_\_

H. If project involves construction (new or remodel) provide specifications and contractors estimates.

Yes  N/A: If not applicable, initial here. \_\_\_\_\_

I. If services are available or applicable, would the business owner(s) request any Development Services, Technical or Financial Counseling?

Yes  No

## Section 8: Certification

- A. The borrower agrees to comply with Federal and State laws which prohibit discrimination based on race, color, sex, culture, social origin, sexual orientation, condition, or political or religious ideas.
- B. If the loan is approved, California Fisheries Fund may use photographs of facilities in its Annual Report, slide presentation, or other publications.
- C. As a condition of considering the application, California Fisheries Fund and its agents are granted the right to inspect business facilities.
- D. The application and attachments hereto are submitted for the purpose of inducing California Fisheries Fund to provide financing or to participate in a loan by a bank or other lending institution to the undersigned Borrower (or business representative). Borrower certifies that the proceeds of any loan granted under this application shall be used solely for business purposes in the manner indicated.
- E. California Fisheries Fund utilizes technology for electronic communication. By signing below, you agree to receive standard communications in this manner. California Fisheries Fund will be emailing all standard communication to those clients who have e-mail unless you proved a valid reason for not receiving communications in this fashion.
- F. Applicant authorizes California Fisheries Fund to make inquiries as necessary to verify the accuracy of the statements made and to determine applicants' 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/We understand false statements may result in forfeiture of benefits and possible prosecution by the U.S. attorney General (Referenced 18 USC 1001).
- G. All information in this application and the attached exhibits is true and complete to the best of my/our knowledge and is submitted so California Fisheries Fund can decide whether to extend financing to the business. ***The Borrower agrees to pay for the cost of any surveys, title or mortgage examinations, appraisals, UCC (Universal Commercial Code) Searches, etc., performed whether or not this loan is actually disbursed.***

***If Applicant is a sole proprietor or general partner, sign below:***

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

***If Applicant is a corporation, sign below:***

Corporate Name: \_\_\_\_\_ Date: \_\_\_\_\_

By (signature): \_\_\_\_\_

Title: \_\_\_\_\_

Attested By: \_\_\_\_\_

Title: \_\_\_\_\_



## **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.





**Company Name/Location**

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From \_\_\_\_\_ to \_\_\_\_\_ Title \_\_\_\_\_  
Duties \_\_\_\_\_

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**Company Name/Location**

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From \_\_\_\_\_ to \_\_\_\_\_ Title \_\_\_\_\_  
Duties \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

**CALIFORNIA FISHERIES FUND**

**PERSONAL FINANCIAL STATEMENT As of \_\_\_\_\_, 20\_\_\_\_**

Complete this form for: (1) each proprietor, or (2) each limited partner who owns 20% or more interest and each general partner; or (3) each stockholder owning 20% or more of voting stock and each corporate officer and director; or (4) any other person or entity providing a guaranty on the loan.

Name	Business Phone( )
Residence Address	Residence Phone( )
City, State, & Zip Code	
Business Name of Applicant/Borrower	

<b>ASSETS</b>	(Omit Cents)	<b>LIABILITIES</b>	(Omit Cents)
Cash on hands & in Banks	\$	Accounts Payable	\$
Savings Accounts	\$	Notes Payable to Banks & Others	\$
IRA or Other Retirement Account	\$	(Describe in Section 2)	
Accounts & Notes Receivable	\$	Installment Account (Auto)	\$
Life Insurance-Cash Surrender Value Only	\$	Month Payments	\$
(Complete Section 8)		Installment Account (other)	\$
Stocks and Bonds	\$	Month Payments	\$
(Describe in Section 3)		Loan on Life Insurance	\$
Real Estate	\$	Mortgages on Real Estate	\$
(Describe in Section 4)		(Describe in Section 4)	
Automobile-Present Value	\$	Unpaid Taxes	\$
Other Person Property	\$	(Describe in Section 6)	
(Describe in Section 5)		Other Liabilities	\$
Other Assets	\$	(Describe in Section 7)	
(Describe in Section 5)		Total Liabilities	\$
		Net Worth	\$
<b>Total</b>	\$	<b>Total</b>	\$

<b>Section 1.</b>	<b>Source of Income</b>	<b>Contingent Liabilities</b>	
Salary	\$	As Endorser or Co-Maker	\$
Net Investment Income	\$	Legal Claims & Judgments	\$
Real Estate Income	\$	Provision for Federal Income Tax	\$
Other Income (Describe below)*	\$	Other Special Debt	\$
Description of Other Income in Section 1.			

\* Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.

**Section2. Notes Payable to Bank and Others:**  
 (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed)

Name and Address of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency (monthly, etc)	How Secured or Endorsed Type of Collateral

**Section 3. Stocks and Bonds:**

(Use attachments if necessary. Each attachment must be identified as a part of this statement and signed)

Number of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value

**Section 4. Real Estate Owned:**

(List each parcel separately. Use attachment if necessary. Each attachment must be identified as a part of this statement and signed).

	Property A	Property B	Property C
Type of Property			
Name & Address of the title Holder			
Date Purchased			
Original Cost			
Present Market Value			
Name & Address of Mortgage Holder			
Mortgage Account Number			
Mortgage Balance			
Amount of Payment per Month/Year			
Status of Mortgage			

**Section 5. Other Personal Property and Other Assets:**

(Describe, and if any is pledged as security, name and address of lien holder, amount of lien, terms of payment and if delinquent, describe delinquency)

**Section 6. Unpaid Taxes:**

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

**Section 7. Other Liabilities:** (Describe in detail).

**Section 8. Life Insurance Held:**

(Give face amount and cash surrender value of policies - name of insurance company and beneficiaries)

I authorize CFF/Lender 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 FALSE statements may result in forfeiture of benefits and possible prosecution by the US Attorney General (Reference 18 U.S.C. 1001).

Signature:		Date:		D.O.B.	
				S.S.N.	
Signature:		Date:		D.O.B.	
				S.S.N.	