

Community Express Applicant Guide

General Information

The loan will take approximately 30 business days to process from the time Innovative Bank receives the application to funding. If any parts of the documents necessary to apply for this loan are incomplete, this process will take much longer.

Under this program you do **NOT** need either a **Tax return or Business plan**.

This loan is NOT based upon a FICO score. It is based upon a combination of credit, the “risk level” of the type of business you are going into/or have (e.g., a restaurant is one of the riskiest businesses to get into), and the amount of experience you have in the industry.

The business MUST have a business checking account. If you do not have a business checking account, open a business checking account ASAP you can write the **\$475 application fee** check to Innovative Bank on a temporary check and obtain a letter from the bank that you opened the checking account with, on the bank’s letter head, have the bank include the checking account number, the routing number and include “this is a business account” and the date the account was opened in the letter. Have the bank manager sign it and send it with the application.

Loan Funding and Loan Payments – If the loan is funded, Innovative Bank will deposit the loan amount into your business checking account and then cash the \$475 application fee. The loan payments will be automatically drafted from your business checking account each month.

Reasons for immediate declination

- Nonpayment of a student loan, Federal Taxes or Child Support. Please get on a payment plan with the entity to which you owe money prior to applying for this loan.
- Not having a working phone number
- Liquid assets greater than \$100,000.
- Using some else’s social security number (e.g., someone that is no longer living)
- If you answer yes to any of the questions (1 through 6) on page 1 of the SBA Express & Community Express Borrower Information Form.

Prepayment – Prepayment is allowed, if you provide 21 days notice of your intention to prepay in writing.

Complete Loan Package - a complete loan package includes the \$475 check for the application fee drawn on a business checking account and made payable to **Innovative Bank**, a copy of your driver’s license, the eight (8) forms (11 pages total) noted below, and any additional required documentation listed in this guide.

Necessary Forms

- SOHO Loan Checklist (1 page)
- SBA Express & Community Express Loan Application (1 page)
- SBA Express & Community Express Borrower Information Form (2 pages)
- Note Authorization Agreement (1 page)

- SBA Express Loan Agreement/Promissory Note (3 pages)
- Initial Assessment & Technical Assistance Action Plan (1 page)
- SOHO product information sheet (1 page)

WARNING: THE FORMS CANNOT HAVE CROSSOUTS OR WHITEOUTS!

SBA Express Loan Application

- Products/Services Sold: What does your business sell?
- Legal Structure of Business: Is it a sole proprietorship, partnership or corporation?
- LEGAL NAME OF BUSINESS/DBA NAME
- MAILING ADDRESS: Where would you like to receive mail from the bank?
- LOCATION ADDRESS: You must have a physical address (e.g., NO P.O. Boxes) – this can be your home address.
- PHONE & FAX NUMBER: Must have a WORKING phone number.
- TIME IN BUSINESS: If you are already in business put the total number of years in the business.
- RELATED BUSINESS EXPERIENCE: If you are starting a new business or expanding into a new business, then put the total number of years' experience you have in your business' industry.
- AVERAGE MONTHLY SALES: If this is a new business, estimate the amount of average monthly sales.
- AVERAGE ANNUAL SALES LAST 3 YEARS: If this is a new business, multiply average monthly sales by 12.
- FEDERAL TAX ID NUMBER – If your business is a start up or a sole proprietorship, you can use your social security number.
- PERCENTAGE OF OWNERSHIP – The total number must add up to 100%. All owners that own 20% or more of the business must complete principal and guarantor sections on the application. Two people per application. If there are several people who own less than 20%, please obtain a list (name, address, phone number and percentage owned) on another piece of paper and include with the application.
- Do you have more than 20% ownership in any other companies/businesses?
- RENT/OWN A HOME – Do not indicate that you own a home if you do not own one. If you are buying directly from the seller (e.g., no bank mortgage), then you will need to include a copy of either the property tax payment, home owners insurance or payment book with the loan application.
- Total cash on hand: average bank balance

- PRINCIPAL/BORROWER/GUARANTOR – The principal and guarantor are the same person. YOU! Please complete both the principal and guarantor sections and sign at the bottom for both the **principal** and the **guarantor**.
- If there are two borrowers, the first owner completes principal #1 section and the guarantor #1 sections and the second owner completes principal #2 section and the guarantor #2 sections. Principal/Guarantor #1 signs as both principal #1 and guarantor #1 at the bottom of the page. Principal/Guarantor #2 signs as both principal #2 and guarantor #2 at the bottom of the page.

SBA Express and Community Express Borrower Information Form

- **Each owner that owns more than 20% of the business need to complete a separate borrower information form.**
- APPLICANT BUSINESS NAME: This is the name of the business, not your name.
- INDIVIDUAL NAME: This is your name.
- TITLE: Owner, Co-owner, Partner, President, CEO, etc.
- SOCIAL SECURITY NUMBER: must be nine (9) digits.
- DATE OF BIRTH: Month, Day and Year
- PLACE OF BIRTH: City and State or Country
- Questions one through six **MUST** be no! If any of these questions are yes, you will be automatically declined.
- Please answer questions 7-17 honestly.
- If the business is a franchise, make a copy of the franchise agreement and send in with the loan documents.
- If your business has a website and you have customers in another country, then you do export.
- Government financing includes student loans.
- HOW MANY EMPLOYEES DOES YOUR BUSINESS HAVE? Must be at least 1. You cannot have a business with zero employees.
- HOW MANY JOBS WILL BE CREATED BY THE NEW LOAN? This can be zero.
- HOW MANY RETAINED? Must be at least 1.
- WILL MORE THAN \$10K BE USED FOR CONSTRUCTION? This must be NO.
- Please check the box that best describes your ethnicity/race.
- Please check the boxes that best describe your veteran's status and your years of service.

Note Authorization Agreement

- Ensure that you indicate the amount you want to apply for.
- Please initial on the first initial line if you WILL accept an amount less than the amount you apply for. If you do not initial here and you do not qualify for the amount requested (e.g., \$10,000 or \$15,000), and you will need to go through the entire application process again!
- Please initial on the second line if you WILL NOT accept an amount less than the amount you apply for.
- If there are two borrowers, both need to initial the applicable line.
- PRINCIPAL/BORROWER/GUARANTOR – If there are two borrowers, the first owner signs as both principal #1 and guarantor #1 at the bottom of the page. Principal/Guarantor #2 signs as both principal #2 and guarantor #2 at the bottom of the page.

SBA “Express” Loan Agreement/Promissory Note

- AMOUNT – Leave blank
- BORROWER – This is the name of the business – NOT your name.
- SIGNATURE: The signature on the first and third page **MUST** be the same.
- If there are two borrowers, both need to sign pages 1 and 3.
- ***DO NOT FILL IN ANYTHING ELSE ON THESE THREE PAGES!!***

Initial Assessment & Technical Assistance Action Plan

- BUSINESS NAME: This is the name of your business, not your name.
- LOAN PURPOSE: Why do I need this loan? (eg. Equipment, inventory, working capital)
- PRE-LOAN & POST LOAN TECHNICAL ASSISTANCE NEEDS – you will determine what type of T/A you need. Write the corresponding numbers in the boxes.
- SIGNATURE OF BORROWER: Please sign your name.
- BUSINESS NAME: (bottom of the page) This is the name of your business, not your name
- DATE
- ***DO NOT FILL IN ANYTHING ELSE ON THIS PAGE!***

Supplemental Information sheet

If the following does not apply to you then you do not need to complete this document:

- Owns a business other than the one they are applying for at this time
- Has another SBA Loan
- Does NOT own 100% of the business they are applying for

SOHO Loan Checklist

- Please fill-in Applicant's Business Name
- Check beside all enclosed documents

PLEASE SEND THE FORMS EITHER VIA FAX (870.535.0013) OR EMAIL (candy@altconsulting.org) TO ME PRIOR TO MAILING THEM!

MAIL COMPLETED ORIGINAL LOAN DOCUMENTS TO:

Candis Welch
alt.Consulting
PO Box 9858
Pine Bluff, AR 71611-9858

Please call 870.535.0011 if you have any questions completing the documents.