



# WDC Loan Application

## **WHAT DO I NEED TO SUBMIT IN ORDER TO BE CONSIDERED FOR A WDC LOAN?**

In order to review your loan request, the following items must be submitted:

1. Attached Business Loan Application with all documents completed
2. A detailed Business Plan for the business
3. A detailed description and scope of the project to be financed including construction proposals, equipment estimates, etc.
4. Federal Tax Returns (entire copy) for primary business applicant, all business owners, and any other affiliated companies for the last three years (e.g. 2015, 2016, 2017)
5. Business financial statements (Profit & Loss, Cash Flow, and Balance Sheet) for a minimum of the last three (3) years of business operations. **Must be prepared** by an Accountant or generated from an approved accounting software such as QuickBooks. Financial statements **generated by other methods** will not be accepted.
6. Interim fiscal year financial statements dated within 30 days of loan application which includes the Profit & Loss Statement, Cash Flow Statement, Balance Sheet, Accounts Receivable Aging Report, and Accounts Payable Aging Report. **Please ensure all reports cover consistent time frames.** All reports **must be prepared** by an Accountant or generated from an approved accounting software such as QuickBooks. Financial statements **generated by other methods** will not be accepted.
7. One (1) year of Business Cash Flow Projections – financial or cash budget (**Prepared by an Accountant or generated from an approved accounting software**)
8. Completed WDC forms (**attached**)
  - a.  Personal Financial Statement for any principal with 20% or greater ownership
  - b.  Statement of Personal History for every principal with 20% or greater ownership
  - c.  Completed WDC credit release form

**If you have any questions, please contact:**

**WDC:** Judy Gomez

**Email:** Judy@WestsideDevCorp.com

**Phone:** (210) 501-0192

**Submit Original Applications and Supporting Documents To:**

**Judy Gomez**

Westside Development Corporation

Physical: 630 S.W. 41<sup>st</sup> Street

Mailing: P.O. Box 37569

San Antonio, Texas 78237



# WDC Loan Application

Referral Source (Name, Organization):	Date:
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## Applicant Information

Name:	Phone:	U.S. Citizen?    Yes    No
Business Legal Name:		DBA:
Business Street Address:		
City:	State:	Zip:
Email:		Website:

## Business Characteristics

Industry:            Manufacturer    Distributor    Retail    Services    Food/Restaurant    Other		
Entity Type:		
Brief Description of Business:		
Year Business Est. (e.g. 2005)	Owner (Optional):    Minority    Woman    Veteran Living with Disabled	
Previous Years Gross Revenue: \$	YTD Revenue: \$	Months
Net Income: \$	Current Full Time Employees:	Projected Employees:

## Credit and Loan Information

Use of Funds	Amounts	Loan Amount Requested: \$
Real Property Acquisition	\$	Equity Contribution: \$
Leasehold Improvements	\$	
Machinery & Equipment	\$	
Working Capital	\$	
Other	\$	
<b>TOTAL</b>	\$	



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**Business Name:**

**As of Date:**

Note: Include ALL business debt including (but not limited to): term loans, lines of credit, tax liens, landlord payments, franchise payments, subordinated officer debt, etc.

Creditor Name	Current Balance	Original Loan Amount	Average Monthly Payment	Month/Year Initiated	Term	Interest Rate	Collateral	How funds were used?



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I/We hereby request and authorize you to release to the Westside Development Corporation for verification purposes, personal and corporate credit reports and information concerning the company/ corporation/ partnership and/or the officers and individuals listed below. That information may include but it not limited to:

- a. Employment history dates, title, income, hours worked, etc.
- b. Banking (checking and saving) accounts of record
- c. Mortgage loan rating (opening date, high credit, payment amount, loan balance, and payments)
- d. Any information deemed necessary in connection with a consumer report for my loan application

This information is for the confidential use of this lender, the Westside Development Corporation (WDC) photographic or carbon copy of this authorization (being a photographic or carbon copy of the signature(s) of the undersigned), may be deemed to be the equivalent of the original and may be used as a duplicate original.

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

## Application Information

Business Name:
Phone Number:
Affiliated Business:
Phone Number:

## Individual 1

Name of Officer/Owner:	
Address for the last two years:	
Additional Address:	
Social Security #: _____	Date of Birth: _____
Signature: X	

## Individual 2

Name of Officer/Owner:	
Address for the last two years:	
Additional Address:	
Social Security #: _____	Date of Birth: _____
Signature: X	

## Individual 3

Name of Officer/Owner:	
Address for the last two years:	
Additional Address:	
Social Security #: _____	Date of Birth: _____
Signature: X	



# WDC Loan Application

## STATEMENT OF PERSONAL HISTORY

**(Must fill out one statement for each principal with 20% or greater ownership)**

Personal Statement of: (State name in full, if no middle name, state (NMN), or if initial only, indicate initial.)  
List all former names used, and dates each name was used. Use separate sheet if necessary.

First	Middle	Last
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Give the percentage of ownership or stock owned or to be owned in the small business or the development company. % _____	Social Security No.
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Date of Birth (Month, day, and year)	Place of Birth: (City & State or Foreign Country)
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U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No INITIALS: _____  If No, are you a Lawful Permanent reside alien: <input type="checkbox"/> Yes <input type="checkbox"/> No	If non-U.S. Citizen, provide alien registration number:
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Present residence address: From:    /    /                      To:    /    / Address:	Most recent prior address (omit if over 10 years ago): From:    /    /                      To:    /    / Address:
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Home Telephone No.(Include Area Code): (\_\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Business Telephone No. (Include Area Code): (\_\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Signature	Title	Date
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*Must be filled out for each principal with 20% or greater ownership (Sections 1 through 8).*

Name	Business Phone: (____) _____-____-_____
Resident Address	Residence Phone: (____) _____-____-_____
City, State, & Zip Code	
Business Name of Applicant/Borrower	
<b>ASSETS</b>	<b>LIABILITIES</b>
(Omit Cents)	(Omit Cents)
Cash on hand & in Banks ..... \$ _____	Accounts Payable..... \$ _____
Savings Accounts ..... \$ _____	Notes Payable to Banks and Others..... \$ _____
IRA or Other Retirement Account..... (Describe in Section 5) \$ _____	_____ (Describe in Section 2)
Accounts & Notes Receivable..... (Describe in Section 5) \$ _____	Installment Account (Auto)..... \$ _____
Life Insurance – Cash Surrender Value Only... (Complete Section 8) \$ _____	Mo. Payments
Stocks and Bonds..... (Describe in Section 3) \$ _____	Installment Account (Other)..... \$ _____
Real Estate..... (Describe in Section 4) \$ _____	Mo. Payments
Automobiles – Total Present Value..... (Describe in Section 5, and include Year/Make/Model) \$ _____	Loan on Life Insurance..... \$ _____
Other Personal Property..... (Describe in Section 5) \$ _____	Mortgages on Real Estate..... \$ _____
Other Assets..... (Describe in Section 5) \$ _____	_____ (Describe in Section 4)
<b>Total Section 1. Source of Income</b>	Unpaid Taxes..... \$ _____
Salary..... \$ _____	_____ (Describe in Section 6)
Net Investment Income..... \$ _____	Other Liabilities..... \$ _____
Real Estate Income..... \$ _____	(Describe in Section 7) <b>Total</b>
Other Income (Describe below)*..... \$ _____	Liabilities..... \$ _____
Description of Other Income in Section 1.	Net Worth..... \$ _____
	<b>Total</b> \$ _____
	<b>Contingent Liabilities</b>
	As Endorser or Co- Maker..... \$ _____
	Legal Claims & Judgments..... \$ _____
	Provision for Federal Income Tax..... \$ _____
	Other Special Debt..... \$ _____

\*Alimony or child support payments need to be disclosed in "Other Income" Unless it is desired to have such payments counted toward income.



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## Section 2. Notes Payable to Banks and Others.

(Use attachment 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



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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 Real Estate (e.g. Primary Residence, Other Residence, Rental Property, Land, etc.)			
Address			
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			

<p><b>Section 5. Other Personal Property and Other Assets.</b> (Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment and if delinquent, describe delinquency)</p>
<p><b>Section 6. Unpaid Taxes.</b> (Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches)</p>
<p><b>Section 7. Other Liabilities.</b> (Describe in detail)</p>





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**Section 8. Life Insurance Held.**

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

I authorize WDC to make inquires as necessary to verify the accuracy of the statements made and to determine my creditworthiness.

**CERTIFICATION:** (to be completed by each person submitting the information on this form)

By signing this form, I certify that all information on this form and any additional supporting information submitted with this form is true and complete to the best of my knowledge. I understand that WDC will rely on this information when making decisions regarding an application for a loan. I understand that WDC may use my story for promotional purposes for the WDC loan program.

Opt-Out: By checking this box I do not want my story used for promotional purposes by the WDC.

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

Print Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

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

Print Name \_\_\_\_\_ Social Security No. \_\_\_\_\_