



Building Up Business Loan (BUBL) Application

SECTION I – INFORMATION ABOUT OWNERS

Applicant Name: _____ Sex: Male _____ Female _____

Home Address: _____ City: _____ Zip: _____

Date of Birth: _____ Social Security #: _____

Email: _____ Ownership of business %: _____

Will your business provide your household's primary source of income? Yes ___ No ___

If you are employed by someone else, will you remain employed outside your business? Yes ___ No ___

If you are employed, what is your occupation? _____

Do you have other sources of income? Yes ___ No ___ If yes, what is the source? _____

Have you had previous training? Yes ___ No ___ If yes, through what program? _____

Are you presently involved in a lawsuit? Yes ___ No ___

Are you current on all business and personal taxes? Yes ___ No ___

Please list 3 references:

<u>Name</u>	<u>Phone Number</u>	<u>Relationship</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you ever had a bankruptcy or are you presently involved in a bankruptcy? Yes ___ No ___

SECTION II – PERSONAL ASSETS & LIABILITIES

Automobiles Owned

<u>Make</u>	<u>Model</u>	<u>Year</u>	<u>License Plate #</u>	<u>Market Value</u>	<u>Balance Due</u>	<u>Monthly Payment</u>
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Real Estate Owned

<u>Address/Type of Property</u>	<u>Name on Title</u>	<u>Date Acquired</u>	<u>Cost</u>	<u>Current Market Value</u>	<u>Mortgage Balance</u>	<u>Mortgage Payment</u>
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Personal Liabilities

What is your total Personal debt? (this should include items such as credit card debt, personal car loans, home mortgage loans, student loans, loans from family members, etc.) _____

SECTION III – BUSINESS INFORMATION

Business Name: _____

Address: _____

Trade Name (if any): _____

If this is an existing business, how long have you been in business? _____

What were the business' gross revenues last year? \$ _____

If this is not an existing business, please describe your experience in this industry:

Business Email: _____

Federal Tax Identification #: _____

SECTION IV – INFORMATION ABOUT LOAN REQUEST

Loan Amount requested: \$ _____

Breakdown of Loan Proceeds:

Amount	Purpose	How would this expense help your business?
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Attach a separate sheet providing a more detailed description if needed.*

SECTION V – COLLATERAL AVAILABLE

\$ Value	Description: Please fill out completely and accurately
_____	_____
_____	_____
_____	_____
_____	_____

How much have you personally invested in this business to date:

Amount Contributed	Description: How did you spend the funds
_____	_____
_____	_____
_____	_____

SECTION VI – PERSONAL FINANCIAL STATEMENT

Name: _____

Date: _____

Monthly Income

Amount in Dollars

Your Wages	
Your Spouse Wages	
Other Income (Child Support, Retirement, SSI, etc.)	
Total Income	

Monthly Expenses

Amount in Dollars

Rent or Mortgage	
Gas/Electric	
Water, Sewer, & Garbage	
Homeowner's Association Dues	
Homeowner's/Renter's Insurance	
Landscaping & Maintenance	
Groceries	
Dining Out Expense	
Personal Vehicle Loan Payments	
Gas for Personal Vehicle	
Oil Change & Parking Costs	
Other Vehicle Maintenance Expenses	
Personal Wardrobe & Work Clothes	
Dry Cleaning/Laundry	
Children's Clothes	
Cleaning Supplies for the Home	
Home Telephone, Cell Phone, and Internet	
Cable Television/Satellite	
Postage	
Health Care Costs	
Life Insurance	
Charitable Contributions	
Tuition or Other Education Costs	
Children's Allowance	
Child Care	
Recreation and Entertainment	
Pet Foot/Veterinary Visits	
Gifts	
Newspapers/Magazine Subscriptions	
Cigarettes & Alcohol	
Monthly Savings of r401k Contributions	
Credit Card Payments	
Student Loan Payments	
Child Support	
Other Expenses (specify)	
Total Liabilities	

Net Income or Loss (Total income minus total liabilities)	
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SECTION VII – ACKNOWLEDGEMENT AND WAIVER

Initial each statement to indicate that you understand and agree to the following conditions:

- _____ Applicant authorizes Wheat Ridge 2020 (WR2020), loan committees, and financial lending institutions to individually and jointly obtain and review credit reports, financial statements, and any other documents submitted by Applicant in connection with this loan application.
- _____ Applicant understands that by submitting this application and fee, neither WR2020 nor any WR2020 partners are under any obligation to approve the loan.
- _____ Applicant must be in good financial standing with WR2020.
- _____ Applicant agrees to hold harmless, and waives any claims now existing or arising in the future, of rights, damages, losses, liabilities, costs or expenses against WR2020 or other associated parties, including but not limited to, the loan committee and business advisors.
- _____ Applicant agrees to attend a credit repair course if Applicant’s credit score is less than 600, or if recommended by WR2020 staff.
- _____ Applicant understands WR2020 has the right to report payment history to credit bureaus.

Applicant/Owner Signature _____ Date _____

Printed Name _____

Co-Applicant’s Signature* _____ Date _____

Co-Applicant’s Printed Name _____

* By signing this form co-applicant accepts all terms outlined in this waiver.

**When you have completed this application, please submit with all required documentation, to
Wheat Ridge 2020**

**By mail or in person:
3798 Marshall Street, Suite 7
Wheat Ridge, CO 80033**

**Phone: 720-259-1030
Fax: 303-940-9332
www.WheatRidge2020.org**

Note: Only original applications will be accepted. We can not accept applications via fax or email.

Line Item Instructions

1	Cash Balance, beginning of month	This line represents the beginning cash balance for the first month in your cash flow projections.
	Operating Cash Flow	
2	Cash Sales (+) (sales actually collected, no IOUs)	This line represents the money you actually collect and deposit into your bank account for business operations.
3	Other Income (+)	This line represents one time or infrequent money you actually collect and deposit in your bank account.
4	Materials & Inventory (-)	Lines 4 - 23 are expenses you will write checks for.
5	Gross Wages (-)	Gross wages before deduction for payroll taxes.
6	Payroll Taxes* (-)	Portion of payroll taxes you, the employer, are responsible for paying (i.e. the 7.65% of FICA & Medicare tax you match)
7	Advertising & Marketing (-)	Reference your strategy for getting the word out about your business. How much will this cost? Calling suppliers for estimates is useful.
8	Car, Delivery, & Travel Expenses (-)	If you're using your personal vehicle, keep a mileage diary to know how many business miles you drive. Your accountant may ask for this.
9	Insurance (-)	
10	Internet costs (-)	Include internet access, web hosting fees, etc.
11	Licenses (-)	
12	Office Supplies (-)	
13	Outside Services: Accounting (-)	
14	Outside Services: Legal (-)	
15	Outside Services: Other (-)	For professional services like marketing, graphic design, web development, etc.
16	Rent (-)	
17	Repairs & Maintenance (-)	
18	Telephone (-)	
19	Utilities (-)	
20	Business Income Taxes (+/-)	Represents the corporate tax you will pay if you are a "C" corporation.
21	Renovations	Use these lines for other expenses not specifically listed on lines 4 - 23. Attach another page if you have more "other" expenses to record.
22	Lighting & store supplies	
23	Other Cash Expenses (-)	
24	Total Operating Cash Flow	Represents the net difference between your income line items (lines 2 and 3) and your expense items (lines 4 - 23).
	Investing Cash Flow	
25	Sale of Equipment (+)	If you sold business equipment, enter the proceeds here.
26	Purchase of Equipment (-)	If you purchased business equipment, enter the cost here.
27	Total Investing Cash Flow	Represents the net of lines 25 and 26 (line 25 minus line 26). It can be positive or negative.
	Financing Cash Flow	
28	Loans Received (+)	Net proceeds you receive from MBD or another lender.
29	Loan Payments (-)	The monthly payments you make to repay the loan reflected on line 28. The payment includes both principal and interest.
30	Credit Card Advances (+)	If you borrow money on a credit card to help your business, enter the proceeds here.
31	Credit Card Payments (-)	If you repay the credit card loan, enter the payment here.
32	Other (+/-)	Any other funds you receive, such as a gift from a family member or any other payment you might owe from a previous debt.
33	Total Financing Cash Flow	Net of lines 28 through 32. It can be either positive or negative.
34	Total Monthly Cash Flow (operating+investing+financing)	Represents the sum of lines 24, 27, and 33. It can be either positive or negative.
35	Cash Balance, end of month (beginning cash balance +/- monthly cash flow)	The sum of line 34 plus or minus line 1.

Twelve-Month Cashflow Projection

Company Name:				Date:				Startup date:					
Please complete the worksheet below by projecting cash receipts and payments for the following categories.													
Months From Today	1	2	3	4	5	6	7	8	9	10	11	12	Total
1	Cash Balance, beginning of month												
Operating Cash Flow													
	Cash Sales (+)												
2	(sales actually collected, no IOUs)												
3	Other Income (+)												
4	Materials & Inventory (-)												
5	Gross Wages (-)												
6	Payroll Taxes* (-)												
7	Advertising & Marketing (-)												
8	Car, Delivery, & Travel Expenses (-)												
9	Insurance (-)												
10	Internet costs (-)												
11	Licenses (-)												
12	Office Supplies (-)												
13	Outside Services: Accounting (-)												
14	Outside Services: Legal (-)												
15	Outside Services: Other (-)												
16	Rent (-)												
17	Repairs & Maintenance (-)												
18	Telephone (-)												
19	Utilities (-)												
20	Business Income Taxes (+/-)												
21	Renovations												
22	Lighting & store supplies												
23	Other Cash Expenses (-)												
24	Total Operating Cash Flow												
Investing Cash Flow													
25	Sale of Equipment (+)												
26	Purchase of Equipment (-)												
27	Total Investing Cash Flow												
Financing Cash Flow													
28	Loans Received (+)												
29	Loan Payments (-)												
30	Credit Card Advances (+)												
31	Credit Card Payments (-)												
32	Other (+/-)												
33	Total Financing Cash Flow												
34	Total Monthly Cash Flow (operating+investing+financing)												
35	Cash Balance, end of month (beginning cash balance +/- monthly cash flow)												

* Payroll taxes are calculated as a flat 15% of wages. This is an estimate. Please calculate these taxes more precisely when filing with the IRS.

Your Assumptions for Each Line Item

Company Name:		Date:	Startup date:
1	Cash Balance, beginning of month		
Operating Cash Flow			
	Cash Sales (+)		
2	(sales actually collected, no IOUs)		
3	Other Income (+)		
4	Materials & Inventory (-)		
5	Gross Wages (-)		
6	Payroll Taxes* (-)		
7	Advertising & Marketing (-)		
8	Car, Delivery, & Travel Expenses (-)		
9	Insurance (-)		
10	Internet costs (-)		
11	Licenses (-)		
12	Office Supplies (-)		
13	Outside Services: Accounting (-)		
14	Outside Services: Legal (-)		
15	Outside Services: Other (-)		
16	Rent (-)		
17	Repairs & Maintenance (-)		
18	Telephone (-)		
19	Utilities (-)		
20	Business Income Taxes (+/-)		
21	Renovations		
22	Lighting & store supplies		
23	Other Cash Expenses (-)		
24	Total Operating Cash Flow		
Investing Cash Flow			
25	Sale of Equipment (+)		
26	Purchase of Equipment (-)		
27	Total Investing Cash Flow		
Financing Cash Flow			
28	Loans Received (+)		
29	Loan Payments (-)		
30	Credit Card Advances (+)		
31	Credit Card Payments (-)		
32	Other (+/-)		
33	Total Financing Cash Flow		
34	Total Monthly Cash Flow (operating+investing+financing)		
35	Cash Balance, end of month (beginning cash balance +/- monthly cash flow)		