



Coastal Enterprises

INSTRUCTIONS

Please complete this application and provide the information requested on the application checklist at the end of this package. Confirmation of receipt will be made within 5 business days. All owners with 20% or greater ownership interest must complete and submit a separate signed Personal Financial Statement, included herein.

All materials submitted to CEI in connection with your loan application shall become the property of CEI and shall be retained or destroyed in accordance with CEI's file retention policy.

CEI reports credit through the Credit Builders Alliance (CBA) on all businesses, business owners, sole proprietors and guarantors in its portfolio.

Call (207) 504-5900 for free credit financial development services.

Loan Amount Requested: \$ \_\_\_\_\_

CEI APPLICATION FOR FINANCING

INFORMATION ABOUT YOUR BUSINESS

Name of Business: \_\_\_\_\_ DBA: \_\_\_\_\_

Business Description: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ Website: \_\_\_\_\_ E-mail: \_\_\_\_\_

Structure:  Sole Proprietorship  Partnership  LLC  S Corp  C Corp  Cooperative  Nonprofit  L3C

Date Established: \_\_\_\_\_ IRS Employer ID # (EIN): \_\_\_\_\_ DUNS#: \_\_\_\_\_

Name(s) of any subsidiaries/affiliates: \_\_\_\_\_

INFORMATION ABOUT YOU

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ County: \_\_\_\_\_

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

Co-Applicant and/or Guarantor: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ County: \_\_\_\_\_

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

Business Advising:  SBDC  WBC  StartSmart  CEI Ag. Prog.  CEI Fisheries  SCORE  Other  None

Name of Advisor: \_\_\_\_\_ How did you hear about CEI? \_\_\_\_\_

BUSINESS LOCATIONS - Existing or to be acquired

Address: \_\_\_\_\_ Property is or will be:  Owned  Leased

Sq. Ft: \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_ Replaced by new facility?  Yes  No

Address: \_\_\_\_\_ Property is or will be:  Owned  Leased

Sq. Ft: \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_ Replaced by new facility?  Yes  No

Farmland Acreage Owned: \_\_\_\_\_ Leased: \_\_\_\_\_

Table with 5 columns: PROPOSED FINANCING, CEI, Bank/Other\*, Owner's Contribution, Totals. Rows include Land, Buildings, Equipment, Working Capital, Other (Please Specify), and Totals.

\*List sources of bank/other financing: \_\_\_\_\_

For CEI Use Only:

**BUSINESS OWNERSHIP/LEADERSHIP\***

Name and Title: \_\_\_\_\_ % of Ownership: \_\_\_\_\_

Address: \_\_\_\_\_ Annual Salary: \$ \_\_\_\_\_

Name and Title: \_\_\_\_\_ % of Ownership: \_\_\_\_\_

Address: \_\_\_\_\_ Annual Salary: \$ \_\_\_\_\_

\*Cooperatives and Nonprofits: Attach list of board members.

**SUMMARY OF PROPOSED LOAN COLLATERAL**

	Present Market Value	Outstanding Debt/Leases
Land and Buildings	\$ _____	\$ _____
Inventory	\$ _____	\$ _____
Accounts Receivable	\$ _____	\$ _____
Machinery/Equipment	\$ _____	\$ _____
Furniture and Fixtures	\$ _____	\$ _____
Other*	\$ _____	\$ _____
<b>Totals</b>	<b>\$ _____</b>	<b>\$ _____</b>

\*List other proposed loan collateral: \_\_\_\_\_

**BUSINESS EMPLOYMENT AND BENEFITS**

Current Employees (including self) \_\_\_\_\_ FT      \_\_\_\_\_ PT

Anticipated New Employees in the Next 12 Months \_\_\_\_\_ FT      \_\_\_\_\_ PT

Minimum Starting Wage \$ \_\_\_\_\_/hr (FT)      \$ \_\_\_\_\_/hr (PT)

Do you offer benefits?  Yes  No If yes, list benefits here: \_\_\_\_\_  
\_\_\_\_\_

**PERSONAL REFERENCES** Please provide the names and contact information for your two nearest relatives not living with you.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**BANK/TRADE REFERENCE**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

For CEI Use Only:

**SUMMARY OF BUSINESS LOANS AND LEASES**

Creditor Name and Address	Original Amount	Origination Date	Present Balance	Interest Rate	Maturity Date	Monthly Payment	Collateral	Past Due
							<input type="checkbox"/> All Business Assets <input type="checkbox"/> Land <input type="checkbox"/> Equipment <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> All Business Assets <input type="checkbox"/> Land <input type="checkbox"/> Equipment <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> All Business Assets <input type="checkbox"/> Land <input type="checkbox"/> Equipment <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> All Business Assets <input type="checkbox"/> Land <input type="checkbox"/> Equipment <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> All Business Assets <input type="checkbox"/> Land <input type="checkbox"/> Equipment <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No

If no outstanding business debt, check here.

**If you answer yes to any of the following questions, please provide an attachment with details.**

- a. Have you or any officers of your company ever been involved in bankruptcy or insolvency proceedings?  Yes  No
- b. Are you or your business involved in any pending lawsuits?  Yes  No
- c. Do you buy from, sell to, or use the services of any entity in which someone in your company has a financial interest of 20% or more?  Yes  No
- d. If you owe child support, are you > 60 days late on payment?  Yes  No
- e. Have you or your business ever been > 30 days late repaying personal or business debt?  Yes  No

For CEI Use Only:

**GROW MAINE AT CEI**

Eligibility criteria for the Grow Maine at CEI program is partially based on an applicant’s response to the following question (geography is the second factor). A response is optional but recommended.

Do you believe that your or your business may have had access to financing limited due to any of the below? If so, please indicate which factors may have affected your ability to access capital:

Membership of a group that has been subjected to racial or ethnic prejudice or cultural bias within American society

Gender

Veteran status

Limited English proficiency

Disability

Long-term residence in an environment isolated from the mainstream of American society

Membership of a federally or state-recognized Indian Tribe

Long-term residence in a rural community

Residence in a U.S. territory

Residence in a community undergoing economic transitions (including communities impacted by the shift towards a net-zero economy or deindustrialization)

Membership of another underserved community

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided that the applicant has the capacity to enter into a binding contract); and because all or parts of the applicant's income is derived from any public assistance program; or because the applicant has, in good faith, exercised any rights under the Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning this creditor is the Federal Trade Commission. If a person believes that he or she was denied assistance in violation of this law, they should contact the Federal Trade Commission, Equal Credit Opportunity, Washington, DC 20580.

I/We understand that by signing this application I/we authorize CEI to make inquiries as needed to verify the accuracy of the information and to determine creditworthiness. The undersigned authorize any person or consumer reporting agency to provide any information it may have on the undersigned. I/We certify the information is true and accurate and is provided for the purpose of obtaining a loan. CEI will maintain the confidentiality of this information and it will not be released without authorization.

The undersigned applicant(s) hereby acknowledges, agrees, and consents to the disclosure of this Application and any supporting materials submitted by the undersigned applicant(s), or on behalf of the applicant(s), to any and all CEI personnel, as well as any committees and the Board of CEI, in connection with a review of this Application in accordance with CEI's established loan review policies.

Applicant Signature

Date

Co-Applicant and/or Guarantor Signature

Date

**DEMOGRAPHICS** (This information is not required but is requested by CEI's funders for statistical analysis and organizational funding purposes. It will not affect your ability to receive a loan from CEI.)

Applicant Name:			Co-Applicant and/or Guarantor Name:		
<u>Race</u> <input type="checkbox"/> Alaska Native <input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> More than one <input type="checkbox"/> Other  <u>Hispanic Origin</u> <input type="checkbox"/> Yes <input type="checkbox"/> No  <u>Marital Status</u> <input type="checkbox"/> Married <input type="checkbox"/> Single	<u>Education</u> <input type="checkbox"/> Some HS <input type="checkbox"/> HS/GED <input type="checkbox"/> Vocational <input type="checkbox"/> Some College <input type="checkbox"/> 2 Year Degree <input type="checkbox"/> 4 Year Degree <input type="checkbox"/> Some Graduate <input type="checkbox"/> Graduate Degree  <u>Gender</u> <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Nonbinary  <u>Female Head of Household</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Veteran Status</u> <input type="checkbox"/> Vietnam Veteran <input type="checkbox"/> Other Veteran <input type="checkbox"/> Non-Veteran  <u>Disability</u> <input type="checkbox"/> Yes <input type="checkbox"/> No  <u>Citizenship</u> <input type="checkbox"/> Immigrant <input type="checkbox"/> Refugee <input type="checkbox"/> Naturalized Citizen <input type="checkbox"/> US Born Citizen	<u>Race</u> <input type="checkbox"/> Alaska Native <input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> More than one <input type="checkbox"/> Other  <u>Hispanic Origin</u> <input type="checkbox"/> Yes <input type="checkbox"/> No  <u>Marital Status</u> <input type="checkbox"/> Married <input type="checkbox"/> Single	<u>Education</u> <input type="checkbox"/> Some HS <input type="checkbox"/> HS/GED <input type="checkbox"/> Vocational <input type="checkbox"/> Some College <input type="checkbox"/> 2 Year Degree <input type="checkbox"/> 4 Year Degree <input type="checkbox"/> Some Graduate <input type="checkbox"/> Graduate Degree  <u>Gender</u> <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Nonbinary  <u>Female Head of Household</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Veteran Status</u> <input type="checkbox"/> Vietnam Veteran <input type="checkbox"/> Other Veteran <input type="checkbox"/> Non-Veteran  <u>Disability</u> <input type="checkbox"/> Yes <input type="checkbox"/> No  <u>Citizenship</u> <input type="checkbox"/> Immigrant <input type="checkbox"/> Refugee <input type="checkbox"/> Naturalized Citizen <input type="checkbox"/> US Born Citizen
<input type="checkbox"/> Do not wish to complete the demographics questions			<input type="checkbox"/> Do not wish to complete the demographics questions		

**Send all *completed* application forms to:**

CEI  
 Attn: Loan Administration  
 30 Federal Street  
 Brunswick, ME 04011  
 (207) 504-5900; FAX: (207) 882-7308  
 Email\*: [loanapplications@ceimaine.org](mailto:loanapplications@ceimaine.org) | Web: <https://CEIMaine.org>

*\*If you are sending electronic mail to CEI, we want to remind you that email is not necessarily secure against interception. If your information is very sensitive, or includes personal or confidential information – such as your social security number – you may want to send it by postal mail or fax to CEI.*

*You may also request that we initiate contact through encrypted email to you. This may encrypt future emails, but is not guaranteed.*

CEI is an equal opportunity provider.

For CEI Use Only:

## PERSONAL FINANCIAL STATEMENT

*To be completed annually by each applicant (unless joint), guarantor, and owner having 20% or greater interest.*

Name: \_\_\_\_\_ Home/Cell Phone: \_\_\_\_\_

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

Spouse/Joint Applicant: \_\_\_\_\_ Home/Cell Phone: \_\_\_\_\_

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

If less than three years, please provide prior address(es): \_\_\_\_\_

Business Name of Applicant/Borrower: \_\_\_\_\_ Business Phone: \_\_\_\_\_

ASSETS		LIABILITIES + NET WORTH	
A. Cash on Hand		K. Total Notes Payable to Banks and Others <i>(Describe in Section 2)</i>	
B. Savings and Checking Accounts		L. Total of All Credit Card Balances	
C. IRA/other retirement accounts		M. Total of Mortgages on Real Estate <i>(Describe in Section 3)</i>	
D. Accounts and Notes Receivable		N. Unpaid Taxes <i>(Describe in Section 6)</i>	
E. Real Estate <i>(Describe in Section 3)</i>		O. Other Debts (e.g., Child Support – Describe in Section 7)	
F. Stocks and Bonds <i>(Describe in Section 4)</i>		P. Total Liabilities (K:O)	\$
G. Automobile – Present Value			
H. Life insurance – Cash Surrender Value <i>(Complete Section 8)</i>			
I. Other Personal Property <i>(Describe in Section 5)</i>		Q. Net Worth <i>(Totals Assets [X] – Total Liabilities [P])</i>	\$
J. Other Assets <i>(Describe in Section 5)</i>			
<b>X: Total Assets<sup>1</sup> (A:J)</b>	<b>\$</b>	<b>Y: Total<sup>1</sup> (P+Q)</b>	<b>\$</b>

<sup>1</sup>Totals should balance

Section 1. Income		Contingent Liabilities	
Salary		As Guarantor of Co-signer	
Net Investment Income		Legal Claims and Judgments	
Real Estate Income		Provision for Federal Income Tax	
Spousal Income		Other	
Other Income <sup>2</sup> <i>(Describe below)</i>			
Description of Other Income <sup>2</sup> :			

<sup>2</sup>Alimony or child support payments need not be disclosed in “Other Income” unless it is desired to have such payments counted toward total income

Section 2. Notes payable to Banks and Others <small>(Use attachments if necessary. Each must be identified as a part of this statement and signed.)</small>					
Name and Address of Noteholders	Original Balance	Current Balance	Payment Amount	Payment Frequency	Security

For CEI Use Only:

**Section 3. Real Estate Owned** (List each parcel separately, using attachments if necessary. Each attachment must be identified as a part of this statement, and be signed and dated.)

	Property A	Property B	Property C
Type of property			
Owner			
Property address			
Date purchased			
Original cost			
Present market value			
Mortgage holder			
Address of mortgage holder			
Mortgage Balance			
Payment amt. per mo./yr.			
Status of mortgage			

**Section 4. Stocks and Bonds** (Include attachments if necessary. Each attachment must be identified as a part of this statement, and be signed and dated.)

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

**Section 5. Other Personal Property and Other Assets** (Please describe. If pledged as security, state name and address of lien holder, amount of lien, terms of payment. If payment is delinquent, please explain and provide delinquency amount.)


**Section 6. Unpaid Taxes** (Describe type, to whom payable, when due, amount, and for what property a tax lien is attached.)


**Section 7. Other Liabilities**


**Section 8. Life Insurance Held** (Provide face amount and cash surrender value of policies, name of insurance company, and beneficiaries.)


I authorize Lender to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. The undersigned authorize any person or consumer reporting agency to give you any information it may have on the undersigned. I certify the statements contained herein and 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 falsifying statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General (Reference 18 U.S.C. 1001).

I authorize Lender to respond to any inquiries from others concerning the Lender's credit experience with the undersigned, excluding information contained within the credit report. I understand Lender may provide information about my credit experience with lender to credit reporting agencies.

Signature	Today's Date	Social Security #	Date of Birth
Signature	Today's Date	Social Security #	Date of Birth

For CEI Use Only:

## Business Questionnaire

For Loan Requests  $\leq$  \$50,000, this questionnaire may be used in lieu of submitting a complete business plan.

Description of the Business
Describe your business.
What is your experience in this type of business (or related business)?
How much business financing are you applying for? How will the money be used? How will it benefit your business?
Competition
Who else is doing this? List three:
What do they do well (strengths)?
What do they do poorly (weaknesses)?
What do you do differently from them?
Promotion
Who will buy your product/service? How will people know about your business?

For CEI Use Only:



## APPLICATION CHECKLIST – FOR YOUR REVIEW

Please include the following items, along with the application form itself, when submitting your loan application package to CEI for review and consideration. This checklist is *not* required to be submitted with your application.

**Unsigned or incomplete applications cannot be processed.**

CEI loan application (pages 1-5)

Copy of valid photo identification.

Financial information:

- Personal Financial Statement (pages 6-7).
- Current balance sheet.
- Year-to-date profit and loss statement.
- Business tax returns for the past 3 years.
- Cash flow projections by month for a minimum of one year.
- Past 3 years of personal tax returns for each applicant, guarantor, and owner with 20% or greater interest in the business. It is expected that all owners with a 20% or greater ownership share will provide a personal guaranty.
- Requests > \$50,000: A complete business plan.
- Requests ≤ \$50,000: A complete business plan, or complete the questionnaire included herein (page 8).
- If your business has any subsidiaries or affiliates, please provide their names, relationship to the company, and current balance sheet and income statement for each.
- If your existing business is a:
  - Partnership:** Please provide a copy of the partnership agreement.
  - Limited Liability Company:** Please provide a copy of the articles of organization and the operating agreement.
  - Corporation:** Please provide a copy of the articles of incorporation and corporate by laws.
- If you currently hold or will hold a lease for any of your listed business locations, please provide a copy of the lease agreement(s).
- If you are buying machinery or equipment with the money from this financing, include a list of the equipment and its cost. If you are buying a business or real estate, please include a Purchase and Sale Agreement.

*For Construction Loans Only:*

- Evidence of site control.
- Brief narrative outlining your plan for design and construction, identifying designers and contractors you intend to use, with copies of any contracts or proposals.
- Evidence of your experience, if you intend to self-manage the construction.

**Send all *completed* application forms to:**

CEI  
Attn: Loan Administration  
30 Federal Street  
Brunswick, ME 04011  
(207) 504-5900; FAX: (207) 882-7308

Email\*: [loanapplications@ceimaine.org](mailto:loanapplications@ceimaine.org) | Web: <https://CEIMaine.org>

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