

H PI CREDIT ASSOCIATION

F O R H O P I , B Y H O P I

Business Loan Checklist

I. General Eligibility:

- Must be 18 years of age and an enrolled member of the Hopi Tribe
- Must reside within the boundaries of the Hopi Reservation full time (*Off reservation enrolled members may be eligible for the home const./imp. loan only for a residence located within the boundaries of the Hopi Reservation with the home secured as collateral)

II. Requirements for all loan requests:

- Loan Application – must be completely filled out, signed and dated by applicant(s)
- References - must be completed
- Map to residence – must be completed
- Make copies and attach the following documents for applicant and co-applicant:
 - Verification of Tribal Enrollment – CIB or Tribal ID (**Primary Applicant Only**)
 - Employment contract or term employee verification – if applicable
- Income Verification:
 - Copy of recent check stub (3 or more if hours vary) *or*
 - Last 6 months of self-employment records or tax return *or*
 - Letter of monthly income amount or bank statement if direct deposited

III. Additional documents/requirements for type of loan:

BUSINESS (10.0%)

- Business plan, goods and services, projections, experience, market study, etc.
- Quotes for purchase of raw material, tools or equipment
- Hopi Tribal Business License

Microenterprise:

- Verifiable, simple records of purchases and sales
- Hopi Tribal Business License and/or Peddlers Permit

IV. If loan request is approved, you will be required to:

- Pay a 3.0% loan fee (3.0% of the amount of loan) and filing, credit check and application fees;
- Purchase shares (one share for every hundred dollars of loan: 1 share = \$3.00);
- Provide collateral equal to or greater to secure amount of loan.



**HOPI CREDIT ASSOCIATION
BUSINESS LOAN APPLICATION**

PO Box 1259 Keams Canyon, AZ 86034
928-738-2205 Phone/ 928-738-5633 Fax

Amount Requested \$ _____	Purpose of Loan: <input type="checkbox"/> Supplies <input type="checkbox"/> Equipment <input type="checkbox"/> Vendor Payment <input type="checkbox"/> Structure <input type="checkbox"/> Other: _____
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Marital Status Unmarried <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/>	No. in Household: No. of Dependents:	Checking Account? <input type="checkbox"/> Yes <input type="checkbox"/> No Savings Account? <input type="checkbox"/> Yes <input type="checkbox"/> No	Veteran: Yes <input type="checkbox"/> No <input type="checkbox"/>	Primary Applicant - Head of Household: Yes <input type="checkbox"/> No <input type="checkbox"/>
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Section 1 Primary Applicant	Name of Applicant (Last, First, Middle Initial)	Social Security Number	Hopi Tribal Enrollment No.:	
		Date of Birth	Village:	
	Current Mailing Address (PO Box/Street/City/State/Zip)		Email Address:	
	Home Telephone Number ()		Cell Phone Number ()	

Co-Owner Applicant	Name of Applicant (Last, First, Middle Initial)	Social Security Number	Hopi Tribal Enrollment No./other Tribe Enrollment:	
		Date of Birth	Village:	
	Current Mailing Address (PO Box/Street/City/State/Zip)		Email Address:	
	Home Telephone Number ()		Cell Phone Number ()	

Section 2 Business Information	Business Name and Address:		EIN/TIN:
	Business Telephone Number	Business Fax Number:	Web Address:
	Legal Structure: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Non-Profit <input type="checkbox"/> Partnership	Operating Since: _____ / _____ / _____ Hopi Ownership: _____ %	Number of Employees: Full Time: _____ Part Time: _____
	Describe your business:		

Section 3 <input type="checkbox"/> NON-APPLICABLE Primary Applicant <i>Income Info other than business</i>	Applicant's current employer name and address		Title	
	Business Telephone Number	How long employed? (yrs/mos)	Monthly Net Pay \$	
	Other Income (monthly/annual)/ Source \$ /	Previous Employer/ How long employed /	Contract Employee 9/10 mos () 12 mos ()	Term Employee Appointment Ends:
<input type="checkbox"/> NON-APPLICABLE Co-Owner <i>Income Info other than business</i>	Co-Applicant's current employer name and address		Title	
	Business Telephone Number	How long employed? (yrs/mos)	Monthly Net Pay \$	
	Other Income (monthly/annual)/ Source \$ /	Previous Employer/ How long employed /	Contract Employee 9/10 mos () 12 mos ()	Term Employee Appointment Ends:

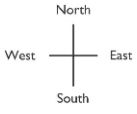
Section 4 Credit History	If a "yes" answer is given to a question, explain Are you a party in a lawsuit that may result in a loss of assets/ability to repay loan? Have you ever had credit under another name? State name: Are you a co-maker, co-signer or guarantor on any loan? (Is someone else paying for a loan that is in your name?) State company, amount and who is paying:	Applicant		Co-Owner	
		YES	NO	YES	NO

Section 5 Personal Financial Information Monthly Expenses	HOUSEHOLD EXPENSES		CREDIT OBLIGATIONS		
	EXPENSE	\$ Per Month	OPEN ACCOUNTS	\$ BALANCE	\$ MONTHLY
	Rent (quarters, apt.)		Charge Accounts, Credit Cards & Other Loans		
	Groceries/Household Supplies		1.		
	Fuel (Propane)		2.		
	Electricity		3.		
	Phone (cell and home)		4.		
	Water		Auto Loans		
	Trash		1.		
	Satellite Programming/Cable		2.		
	Automobile Insurance		Home Mortgage (HUD, Own, Mobile Home)		
	Child Care		1.		
	Property/Health/Life Insurance		2.		
	Alimony/Child Support		Other (401K Loans, TSP Loan, additional not listed above)		
	Other (education, self-employment, hay, feed)				
	TOTAL HOUSEHOLD EXPENSES	\$	TOTAL CREDIT OBLIGATIONS	\$	\$

MAP TO RESIDENCE/BUSINESS

Draw a detailed map (include rural address, color of home, mile post number, etc.)

RESIDENCE



Written Directions: _____

BUSINESS

Written Directions: _____

PERSONAL REFERENCES

List personal references with valid address and telephone numbers. Be informed that the Hopi Credit Association reserves the right to verify the listed references.

Applicant		
Name and Address	Relationship	Telephone Numbers
1.		Home : _____ Cell Phone: _____ Work: _____
2.		Home : _____ Cell Phone: _____ Work: _____
3.		Home : _____ Cell Phone: _____ Work: _____

Co Owner		
Name and Address	Relationship	Telephone Numbers
1.		Home : _____ Cell Phone: _____ Work: _____
2.		Home : _____ Cell Phone: _____ Work: _____
3.		Home : _____ Cell Phone: _____ Work: _____

ABOUT YOUR BUSINESS

Please use additional sheets if necessary

Describe the type of product or service your business offers:
Does your business operate: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonally
How many hours per week do you work in your business?
Why did you choose this business?
Is this business your primary source of income? <input type="checkbox"/> No <input type="checkbox"/> Yes If no and employed do you plan to work while operating your business? For how long?
Have you previously owned another business? <input type="checkbox"/> No <input type="checkbox"/> Yes Please Describe:

What type of business experience do you have?

What are your business goals?

What are your average daily sales?

How many customers do you serve each day?

Approximately how many days are you open each month?

What are your three greatest expenditures each month?

What months produce your greatest sales?

The least?

Do you pay yourself a salary?

How do you market your service or product? What outlets do you use?

COLLATERAL INFORMATION

This list should consist of items you are willing to offer as security for the loan you are requesting. Items must belong to you or your business. If the loan is not paid according to the terms stated & becomes delinquent, collateral will be collected & placed for sale (Items not accepted: traditional wedding clothing, firearms, CD's, DVD's, Cell Phones). Subject to acceptance by the HCA.

Item	Purchase Price	Value	Age

USE OF LOAN REQUEST (BUDGET)

Description	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL	\$

SIGNATURES

By our signatures, the applicant(s) freely gives and certifies that the information contained in the Application Information Statement, and any other information supplied by the applicant, is complete, true and correct, and further states that no legal proceedings are pending against the applicant. The applicant understands that any incorrect, incomplete or false information given is cause for denial of a loan. The applicant authorizes the lender to make whatever inquiries deemed desirable in connection with this application and agrees to furnish additional information as requested.

This application, attachments, and any commitment order approving the application in whole or in part, will constitute the loan agreement, and the applicant will not assign it, or any interest therein, to a third party without the written consent of the lender. If the applicant fails to conform to the terms of this agreement, to make every honest effort to operate in a business-like manner, to take proper care of the property purchased with or given as security for the loan, the lender may, with or without recourse to legal proceedings, take any one or more of the following steps: (a) Discontinue further advances of funds contemplated by the loan agreement; (b) take possession of and sell any property purchased with or given as security for the loan agreement; (c) prosecute legal action against the applicant; (d) declare the entire amount of the loan immediately due and payable. If the net proceeds from the sale of property and security do not amount to the indebtedness outstanding, the applicant will remain liable for the balance due.

Representatives of the lender may enter upon the premises of the applicant at any reasonable time to make inspection of the property purchased with or given as security for the loan, and of the operation of the applicant. The forum for the resolution of disputes in determination of rights and enforcement shall be the Hopi Tribal Courts and Hopi Tribal Law.

Applicant(s) understand that any information contained herein including employments and personal references in connection with this application may be verified. Applicant(s) agrees to notify the Hopi Credit Association (HCA) of any changes in name, address, employment, or any other important financial changes immediately. Applicant also agrees that they have made a complete listing of all debts and obligations. Applicant also authorizes the HCA to obtain a credit report for credit update, collection, renewal or extension of credit received. Applicant may request the name and address of the credit bureau from which a report was received. Applicant(s) understand that they agree to assume all financial and legal obligations arising from the granting of any credit made under the Hopi Credit Association. Applicant(s) also understand that this application and all its contents becomes the property of the Hopi Credit Association and will not be returned.

Primary Applicant Signature

Date

Co-Owner Signature

Date

