

Small Business Emergency Loan Checklist

Description:

To provide relief to small businesses on Hopi, HCA will make available small microenterprise loans up to \$2,500.00. These emergency loans will be for the entrepreneur who needs only small amounts of credit to pay existing business or personal expenses due to the financial impact on their business of the COVID-19 pandemic.

- Special Interest Rate: 5%
- Deferred first payment up to 6 months
- Limited availability: Loan product available until December 31, 2021

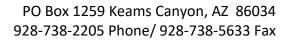
I. General Eligibility:

- 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
- Business located within the boundaries of the Hopi Reservation

II.	Requi	irements for all loan requests:
		Loan Application – must be completely filled out, signed and dated by applicant(s)
		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 verification (if applicable)
		Income Verification:
		 Cash flow Statement
		If other employment besides business:
		 Copy of recent check stub (3 or more if hours vary) (if applicable) or
		 Last 6 months of self-employment records or tax return (if applicable) or
		 Letter of monthly income amount or bank statement if direct deposited (if applicable)
III.	Addit	ional documents/requirements for type of loan:
		Hopi Tribe Business License
		Must attend future Small Business workshop (TBD)

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

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





Amount Reques	ted P	urpose of Loan:							
\$		Supplies Other bills due to Other:	no business	-		lor Payn	nent		
Marita Unmarried Separated Separated	l Status Married	No. in Household: No. of Dependents:	Checking Accou	No t?	Veteran: Yes	No 🗌	Primary Applicant - Head of Household: Yes No		
Section 1	Name of Applicant (Last,	First, Middle Initial)		Social Sec	urity Number		Hopi Tribal Enrollment No.:		
Primary Applicant				Date of Bi	rth		Village:		
	Current Mailing Address	(PO Box/Street/City/State/Zi	p)		Email Addre				
	Home Telephone Number	er		Cell Ph (one Number)				
	Name of Applicant (Last,	First, Middle Initial)	st, Middle Initial)				Hopi Tribal Enrollment No./other Tribe Enrollment:		
Co-Owner Applicant				Date of Birth			Village:		
	Current Mailing Address	(PO Box/Street/City/State/Zi	p)	Email Address:					
	Home Telephone Number	er		Cell Phone Number ()					
	Business Name and Ac	Idross				EIN/TIN			
Section 2 Business	Business Name and Ac	iui ess.			LINY TIN	•			
Information	Business Telephone No	umber	Business Fax Numb	er:		Web Address:			
	Legal Structure:		Operating Since:			Numbe	r of Employees:		
		Corporation Non Profit	/	<u> </u>	Full Time:				
	Describe your business:	1	Hopi Ownership:		<u></u>	•			

Section 3	Applicant's current employer name and address	Title									
Primary Applicant	Business Telephone Number	How long employed	d? (yrs/mos)		ly Net Pay	/					
• •	Other Income (monthly/annual)/ Source	Provious Employer	How long employed	\$ Contract Employee Term Employee							
Income Info other		Frevious Employer/	,	9/10 m	Appointment	-					
than business	\$ /		/	12 mos	. ,						
☐ NON APPLICABLE	Co-Applicant's current employer name and addre	ess		Title							
Co-Owner											
CO OWNER	Business Telephone Number	How long employed	1? (yrs/mos)	Month	ly Net Pay	/					
Income Info other				\$							
than business	Other Income (monthly/annual)/ Source	Previous Employer/	How long employed		ract Empl	oyee	Term Em				
	\$ /		/	9/10 m	nos ()		Appointment	t Ends:			
					. ,						
Section 4	If a "yes" answer is given to a question, exp	nlain				licant		wner			
	Are you a party in a lawsuit that may result		hility to renay loan?		YES	NO	YES	NO			
Credit History	Have you ever had credit under another na		bility to repay loan:								
	Are you a co-maker, co-signer or guara	•		g for							
	a loan that is in your name?) State com	ipany, amount and	d who is paying:								
Section 5	HOUSEHOLD EXPENSES CREDIT OBLIGATIONS										
Section 5	EXPENSE	\$ Per Month	OPEN ACCOUNTS		ŚB	ALANCE	Ś MO	NTHLY			
Personal	Rent (quarters, apt.)	y i ci iiioiitii	Charge Accounts, Credit	Cards &							
Financial	Groceries/Household Supplies		1.								
Information	Fuel (Propane)		2.								
	Electricity		3.								
Monthly	Phone (cell and home)		4.								
Expenses	Water		Auto Loans								
	Trash Satellite Programming/Cable		1.								
	Automobile Insurance		Home Mortgage (HUD, (
	Child Care		1.								
	Property/Health/Life Insurance		2.								
	Alimony/Child Support	Loan, ad	ditional	not liste	ed above)						
	Other (education, self-employment, hay										
	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	
North		
West East		
South		
Written Directions:		
written birections.		_
	DUGINESS	
	DITCINIECC	
	BUSINESS	
Written Directions:		
Written Directions:		
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 busines	s offers:	
Dana yaya harinana ayanata		Casasalla
Does your business operate: Full-time	Part–time	Seasonally
How many hours per week do you work in your busi	ness?	
Why did you choose this business?		
,		
la this business communications of income	□Na □Vaa	
Is this business your primary source of income?	☐ No ☐ Yes	
If no and employed do you plan to work while opera	iting your business?	For how long?
Have you previously owned another business?	No 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.

ltem	Purchase Price	Value	Age							
EMERGENCY 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

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Primary Applicant Signature	Date	Co-Owner Signature	Date							

MONTHLY CASH FLOW STATEMENT

Last 12 months preferred/Last 6 months required

Fnding Cash	Total Cash Out			Other:	Loan Payments	Salaries	Rent	Equipment	Inventory & Materials	Cash Out	Total Cash In			Other:	Loans	Sales	Cash In	Beginning Cash	
																			January
																			February
																			March
																			April
																			May
																			June
																			July
																			August
																			September
																			October
																			November
																			December