

Loan Approval Package

Submission Checklist

SBA 7(a) Loan Program

| FORMS TO BE COMPLETED IN THIS PACKAGE: | |
|--|--|
| | Part 1: General |
| | Part 2: Loan Request Breakdown |
| | Part 3: Authorization to Release Information/PATRIOT Act Compliance |
| | Part 4: Personal Financial Statement & Personal Discretionary Income |
| | Part 5: Business Debt |
| | Part 6: Personal Resume |

| DOCUMENTATION REQUIRED: | | | |
|-------------------------|---|---|--|
| | EXISTING BUSINESS (more than 2 years old) | BUSINESS ACQUISITION | STARTUP BUSINESS (Not opened yet) and BUSINESS EXPANSION |
| 1 | Corporate Tax Returns: Previous 3 years for the Applicant Business Entity <u>and</u> all Affiliate entities | Corporate Tax Returns: Previous 3 years for SELLER. First page signed and dated by Seller in BLUE INK Also, previous 3 years for all Affiliate entities (if applicable) | Corporate Tax Returns: Previous 3 years for the Applicant Entity and all Affiliate entities (if applicable) |
| 2 | Interim Financial Statements, including: <ul style="list-style-type: none">Income StatementBalance SheetAR and AP Aging Less than 60 days old for Applicant Business Entity and all Affiliate entities | Interim Financial Statements, including: <ul style="list-style-type: none">Income StatementBalance SheetAR and AP Aging Less than 60 days old for SELLER and all Affiliate entities (if applicable) For Seller financials, Income Statement & Balance Sheet signed and dated by Seller in BLUE INK | Interim Financial Statements, including: <ul style="list-style-type: none">Income StatementBalance SheetAR and AP Aging Less than 60 days old for Applicant Business Entity (if applicable) and all Affiliate entities. |
| 3 | | Business Plan and detailed Profit & Loss Projections: 36 months for new Applicant Business Entity | Business Plan and detailed Profit & Loss Projections: 36 months for new / existing Applicant Business Entity |
| 4 | Personal Tax Returns Previous 3 years for all proprietors, partners, officers, directors, and stockholders <u>with 20% or more ownership</u> in the existing Applicant Business Entity | Personal Tax Returns Previous 3 years for all proprietors, partners, officers, directors, and stockholders <u>with 20% or more ownership</u> in the new Applicant Business Entity | Personal Tax Returns Previous 3 years for all proprietors, partners, officers, directors, and stockholders <u>with 20% or more ownership</u> in the new/existing Applicant Business Entity |
| 5 | Driver's License for all proprietors, partners, officers, directors, and stockholders <u>with 20% or more ownership</u> in the new/existing Applicant Business Entity | Driver's License for all proprietors, partners, officers, directors, and stockholders <u>with 20% or more ownership</u> in the new/existing Applicant Business Entity | Driver's License for all proprietors, partners, officers, directors, and stockholders <u>with 20% or more ownership</u> in the new/existing Applicant Business Entity |

Loan Approval Package

SBA 7(a) Loan Program

Part 1: General

Business Information

Applicant Business (Borrower) Legal Name: _____

dba or Tradename (if applicable): _____ EIN: _____

Type of Business:

Startup Business (Not opened yet) Existing Business (more than 2 years old) New Business (2 years or less) Change of Ownership

Legal Structure:

Sole Proprietor LLC S Corporation C Corporation Partnership Other: _____

Primary Industry:

Accommodation & Food Entertainment/Recreation Transportation & Warehousing Manufacturing Retail
 Professional Services Other Services Construction Healthcare Wholesale Information Educational
 Finance & Insurance Real Estate/Renting/Leasing Other: _____

Primary Business Street Address: _____

City: _____ State: _____ Zip: _____ Business Phone: _____

Does the Applicant Business operate under a Franchise/License/Distributor/Membership/Dealer/Jobber Agreement? Yes No

If YES, provide Tradename under the Agreement: _____

Primary Contact (Principal)

First Name: _____ Last Name: _____

Mobile: _____ Office Phone: _____ email: _____

Operating Company | Ownership & Management

List all proprietors, partners, officers, directors, and stockholders with 20% or more interest in the business. Attach additional page if necessary.

| Full Name | Address | Title | % Ownership |
|------------------------|---------|-------|-------------|
| | | | |
| | | | |
| | | | |
| | | | |
| Must TOTAL 100% | | | |

Affiliate Company | Ownership & Management

Is the Applicant Business owned by a Parent/Holding Company? Yes No

If Yes, please provide Parent/Holding Company Name: _____

Does the Applicant Business or Principal have **20% or more ownership in another company**? Yes No

If Yes, please provide details in table below. Attach additional page if necessary

| Company Name | Full Name of Owner | % Ownership |
|--------------|--------------------|-------------|
| | | |
| | | |
| | | |

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SBA 7(a) Loan Program

Part 1: General

Declarations

- Is the business owned and controlled at least 51% by a US Citizen or Lawful permanent resident? Yes* No
- Are any of the business products and/or services exported or is there a plan to begin exporting as a result of this loan? Yes* No
- Does the business have delinquent federal, state, payroll, sales and/or other delinquent tax liabilities? Yes* No
- If renting, has the business failed to pay rent on time in any of the last 12 months? Yes* No
- Have you, any co-applicants, or the business submitted a Loan request to the SBA or any other Federal Agency? (including student loans) Yes* No
- Have you, any co-applicants, or the business ever defaulted on a government loan (including student loans)? Yes* No
- Are you, any co-applicants, or the business presently debarred from participation in this transaction? Yes* No
- Are you, any co-applicants, or your business involved in any pending lawsuits (including divorce)? Yes* No
- Have you, any co-applicants, or any business you controlled, ever filed for bankruptcy protection? Yes* No
- Do you or any co-applicants owe personal taxes? Yes* No
- Are you or any co-applicants currently on parole or probation? Yes* No

*** IF YES TO ANY OF THE ABOVE QUESTIONS, PLEASE PROVIDE DETAILS BELOW:**

Certification

The undersigned certifies that, to the best of his or her knowledge and belief, all information contained in this loan application and in the accompanying statements and documents is true, complete, and correct. The undersigned agrees to notify Fountainhead immediately of any material changes in this information. It is further agreed that, whether the loan herein applied for is approved, the undersigned will pay or reimburse Fountainhead all costs associated with this application.

Authorized Representative Name

Authorized Representative Signature

Date

Loan Approval Package

SBA 7(a) Loan Program

Part 2: Loan Request Breakdown

Applicant Business (Borrower) Legal Name : _____

EIN: _____

PROJECT COST BREAKDOWN

| PROJECT PURPOSE | TOTAL USE OF PROCEEDS (\$) | ADDITIONAL PROJECT INFORMATION / NOTES | |
|---|----------------------------|--|----|
| Land Acquisition | \$ | Location of Property: Street Address: City: _____ State: _____ Zip: _____ Total Square footage: (land and building size) Owner-Occupied/Owner-Operated %: _____ | |
| New Building Construction | \$ | | |
| Land and Building Acquisition | \$ | | |
| Building Improvements / Renovations / Repairs | \$ | | |
| Business Purchase Price | \$ | Will the transaction result in a complete change in ownership? <input type="checkbox"/> Yes <input type="checkbox"/> No If the Seller stays on after the sale to assist Buyer with the transition, how long will they be involved? Will you be involved in running the business? <input type="checkbox"/> Yes <input type="checkbox"/> No How many years' experience do you have in running a business in this same exact industry? | |
| New Machinery / Equipment / Vehicles | \$ | <p>Must balance with: Part 5: Debt Schedule column "Loan amount to be refinanced"</p> | |
| New Furniture & Fixtures | \$ | | |
| Working Capital | \$ | | |
| Inventory Purchase | | | \$ |
| Pay Accounts Payable | | | \$ |
| New Employee Hires | | | \$ |
| Advertising & Marketing | | | \$ |
| New Product Launch | | | \$ |
| Franchise Fee | | | \$ |
| Signage | | | \$ |
| Other: | \$ | | |
| TOTAL Working Capital | \$ | | |
| Refinance Existing Business Debt | \$ | | |
| TOTAL ESTIMATED PROJECT COSTS | \$ | | |
| Less: EQUITY INJECTION | \$ | | |
| Cash from Personal Sources | | \$ | |
| 401 (k) / IRA to be Liquidated | | \$ | |
| Cash from Business Sources | | \$ | |
| Loan / Gift from Others | | \$ | |
| Other Liquid Sources | | \$ | |
| Seller Financing (for Business Acquisition only) | \$ | | |
| TOTAL EQUITY INJECTION | \$ | | |
| TOTAL ESTIMATED LOAN REQUEST Total Estimated Project Costs - Total Equity Injection | \$ | | |

Loan Approval Package

SBA 7(a) Loan Program

Part 3: Authorization to Release Information

I/We hereby authorize the release to Fountainhead SBF, LLC (Fountainhead) and/or assigns and the U.S. Small Business Administration (SBA) (collectively) any and all information Fountainhead and/or assigns may require at any time for any purpose related to our credit application and/or loan transaction with Fountainhead and/or assigns.

I/We hereby authorize Fountainhead to release any and all information and/or data (including but not limited to personal and/or business financial statements, personal and/or business income tax returns, payment and/or credit history) to any entity Fountainhead deems necessary for any purpose related to our credit application/loan transaction with Fountainhead and/or assigns.

I/We hereby acknowledge that all loan approvals will be in writing and subject to the terms and conditions set forth in the Loan Authorization issued by the U.S. Small Business Administration.

IMPORTANT INFORMATION

Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who applies for credit.

Request for ID: To comply with the USA PATRIOT Act, we request that a legible copy of an unexpired government issued photo Identification (ID) document be returned with this application for each individual applicant, guarantor or company owner. Acceptable types of ID include: (1) US State Driver's License; (2) State ID card; (3) Military ID card; (4) Passport; or (5) US Alien Registration card.

Applicant Legal Name (Operating Business Entity)

Authorized Representative Name

EIN/Tax ID

Guarantor (1) Full Name

Guarantor (1) Signature

Social Security #

Date

Guarantor (2) Full Name

Guarantor (2) Signature

Social Security #

Date

Guarantor (3) Full Name

Guarantor (3) Signature

Social Security #

Date

Guarantor (4) Full Name

Guarantor (4) Signature

Social Security #

Date

In conjunction with your loan application, Fountainhead is required by federal regulation to obtain a written statement from individuals expressing their intent to apply for joint credit. Please sign below to acknowledge your intent.

We intend to apply for joint credit

Co-Guarantor (1) Full Name

Co-Guarantor (1) Signature

Social Security #

Date

Co-Guarantor (2) Full Name

Co-Guarantor (2) Signature

Social Security #

Date

Please return a copy of this disclosure with a legible copy of requested ID for each individual applicant, guarantor, company owner, or co-applicant (as applicable).



PERSONAL FINANCIAL STATEMENT 7(a) / 504 LOANS AND SURETY BONDS

U.S. SMALL BUSINESS ADMINISTRATION

As of _____, _____

SBA uses the information required by this Form 413 as one of a number of data sources in analyzing the repayment ability and creditworthiness of an application for an SBA guaranteed 7(a) or 504 loan or, with respect to a surety bond, to assist in recovery in the event that the contractor defaults on the contract. Submission of this information is required as part of your application for assistance. Failure to provide the information would impact the agency's decision on your application.

Complete this form for: (1) each proprietor; (2) general partner; (3) managing member of a limited liability company (LLC); (4) **each owner of 20% or more of the equity of the Applicant (including the assets of the owner's spouse and any minor children)**; and (5) any person providing a guaranty on the loan

Return completed form to:

For 7(a) loans: the Lender processing the application for SBA guaranty

For 504 loans: the Certified Development Company (CDC) processing the application for SBA guaranty

For Surety Bonds: the Surety Company or Agent processing the application for surety bond guaranty

| | |
|------------------------------------|-----------------------|
| Name | Business Phone |
| Home Address | Home Phone |
| City, State, & Zip Code | |
| Business Name of Applicant | |

| ASSETS | (Omit Cents) | LIABILITIES | (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 2) | |
| (Describe in Section 5) | | Installment Account (Auto)..... | \$ _____ |
| Accounts & Notes Receivable..... | \$ _____ | Mo. Payments \$ _____ | |
| (Describe in Section 5) | | Installment Account (Other)..... | \$ _____ |
| Life Insurance – Cash Surrender Value Only..... | \$ _____ | Mo. Payments \$ _____ | |
| (Describe in Section 8) | | Loan(s) Against Life Insurance..... | \$ _____ |
| Stocks and Bonds..... | \$ _____ | Mortgages on Real Estate..... | \$ _____ |
| (Describe in Section 3) | | (Describe in Section 4) | |
| Real Estate..... | \$ _____ | Unpaid Taxes..... | \$ _____ |
| (Describe in Section 4) | | (Describe in Section 6) | |
| Automobiles..... | \$ _____ | Other Liabilities..... | \$ _____ |
| (Describe in Section 5, and include Year/Make/Model) | | (Describe in Section 7) | |
| Other Personal Property..... | \$ _____ | Total Liabilities..... | \$ _____ |
| (Describe in Section 5) | | Net Worth..... | \$ _____ |
| Other Assets..... | \$ _____ | | |
| (Describe in Section 5) | | Total | \$ _____ |
| Total | \$ _____ | *Must equal total in assets column. | |

| Section 1. Source of Income. | Contingent Liabilities |
|-------------------------------------|---------------------------------------|
| Salary..... | \$ _____ |
| Net Investment Income..... | \$ _____ |
| Real Estate Income..... | \$ _____ |
| Other Income (Describe below)*..... | \$ _____ |
| | As Endorser or Co-Maker..... |
| | \$ _____ |
| | Legal Claims & Judgments..... |
| | \$ _____ |
| | Provision for Federal Income Tax..... |
| | \$ _____ |
| | Other Special Debt..... |
| | \$ _____ |

| Description of Other Income in Section 1. |
|---|
| |
| |
| |

*Alimony or child support payments should 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. (Use attachments if necessary. Each attachment must be identified as part of this statement and signed.)

| Names and Addresses 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 part of this statement and signed.)

| Number of Shares | Name of Securities | Cost | Market Value Quotation/Exchange | Date of Quotation/Exchange | Total Value |
|------------------|--------------------|------|---------------------------------|----------------------------|-------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

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 | | | |

Section 5. Other Personal Property and Other Assets. (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.)

Section 6. Unpaid Taxes. (Describe in detail as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches.)

Section 7. Other Liabilities. (Describe in detail.)

Section 8. Life Insurance Held. (Give face amount and cash surrender value of policies – name of insurance company and Beneficiaries.)

I authorize the SBA/Lender/Surety Company to make inquiries 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 requested on this form and the spouse of any 20% or more owner when spousal assets are included)

By signing this form, I certify under penalty of criminal prosecution 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 SBA or its participating Lenders or Certified Development Companies or Surety Companies will rely on this information when making decisions regarding an application for a loan or a surety bond. I further certify that I have read the attached statements required by law and executive order.

Signature _____

Date _____

Print Name _____

Social Security No. _____

Signature _____

Date _____

Print Name _____

Social Security No. _____

NOTICE TO LOAN AND SURETY BOND APPLICANTS: CRIMINAL PENALTIES AND ADMINISTRATIVE REMEDIES FOR FALSE STATEMENTS:

Knowingly making a false statement on this form is a violation of Federal law and could result in criminal prosecution, significant civil penalties, and a denial of your loan or surety bond application. A false statement is punishable under 18 U.S.C. §§ 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 15 U.S.C. § 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000; and, if submitted to a Federally-insured institution, a false statement is punishable under 18 U.S.C. § 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000. Additionally, false statements can lead to treble damages and civil penalties under the False Claims Act, 31 U.S.C. § 3729, and other administrative remedies including suspension and debarment.

PLEASE NOTE: According to the Paperwork Reduction Act, you are not required to respond to this request for information unless it displays a valid OMB Control Number. The estimated average burden hours for the completion of this form is 1.5 hours per response. If you have questions or comments concerning this estimate or any other aspect of this information collection, please contact: Director, Records Management Division, Small Business Administration, 409 Third Street SW, Washington, D.C. 20416, and SBA Desk Officer, Office of Management and Budget, New Executive Office Building, Room 10202, Washington, D.C. 20503. PLEASE DO NOT SEND COMPLETED FORMS TO OMB.

PLEASE READ, DETACH, AND RETAIN FOR YOUR RECORDS
STATEMENTS REQUIRED BY LAW AND EXECUTIVE ORDER

SBA is required to withhold or limit financial assistance, to impose special conditions on approved loans, to provide special notices to applicants or borrowers and to require special reports and data from borrowers in order to comply with legislation passed by the Congress and Executive Orders issued by the President and by the provisions of various inter-agency agreements. SBA has issued regulations and procedures that implement these laws and executive orders. These are contained in Parts 112, 113, and 117 of Title 13 of the Code of Federal Regulations and in Standard Operating Procedures.

Privacy Act (5 U.S.C. 552a)

Any person can request to see or get copies of any personal information that SBA has in his or her file when that file is retrieved by individual identifiers such as name or social security numbers. Requests for information about another party may be denied unless SBA has the written permission of the individual to release the information to the requestor or unless the information is subject to disclosure under the Freedom of Information Act.

Under the provisions of the Privacy Act, you are not required to provide your social security number. Failure to provide your social security number may not affect any right, benefit or privilege to which you are entitled. Disclosures of name and other personal identifiers are, however, required for a benefit, as SBA requires an individual seeking assistance from SBA to provide it with sufficient information for it to make a character determination. In determining whether an individual is of good character, SBA considers the person's integrity, candor, and disposition toward criminal actions. Additionally, SBA is specifically authorized to verify your criminal history, or lack thereof, pursuant to section 7(a)(1)(B), 15 USC Section 636(a)(1)(B) of the Small Business Act (the Act). Further, for all forms of assistance, SBA is authorized to make all investigations necessary to ensure that a person has not engaged in acts that violate or will violate the Act or the Small Business Investment Act, 15 USC Sections 634(b)(11) and 687(b)(a), respectively. For these purposes, you are asked to voluntarily provide your social security number to assist SBA in making a character determination and to distinguish you from other individuals with the same or similar name or other personal identifier.

The Privacy Act authorizes SBA to make certain "routine uses" of information protected by that Act. One such routine use is the disclosure of information maintained in SBA's investigative files system of records when this information indicates a violation or potential violation of law, whether civil, criminal, or administrative in nature. Specifically, SBA may refer the information to the appropriate agency, whether Federal, State, local or foreign, charged with responsibility for, or otherwise involved in investigation, prosecution, enforcement or prevention of such violations. Another routine use is that SBA may disclose the information maintained in SBA's investigative files to other Federal agencies conducting background checks to the extent the information is relevant to the requesting agencies' function. In addition, another routine use is that SBA may transfer information related to a debt that a person is delinquent in paying to SBA in connection with its loan programs for publication on a computer database system maintained by the Department of Housing and Urban Development, or other Federal agency, to allow searches by participating Government agencies and approved private lenders, consistent with applicable law. SBA and its authorized lenders may also use this computer database system to perform a computer match to determine a loan applicant's credit status with participating agencies of the Federal Government. See Revision of Privacy Act System of Records, 74 F.R. 14890 (April 1, 2009) and 77 F.R. 61467 (October 9, 2012) for additional background and other routine uses, which may be amended from time to time.

Right to Financial Privacy Act of 1978 (12 U.S.C. 3401) -- This is notice to you as required by the Right to Financial Privacy Act of 1978, of SBA's access rights to financial records held by financial institutions that are or have been doing business with you or your business, including any financial institutions participating in a loan or loan guaranty. The law provides that SBA shall have a right of access to your financial records in connection with its consideration or administration of assistance to you in the form of a Government guaranteed loan. SBA is required to provide a certificate of its compliance with the Act to a financial institution in connection with its first request for access to your financial records, after which no further certification is required for subsequent accesses. The law also provides that SBA's access rights continue for the term of any approved loan guaranty agreement. No further notice to you of SBA's access rights is required during the term of any such agreement. The law also authorizes SBA to transfer to another Government authority any financial records included in an application for a loan, or concerning an approved loan or loan guarantee, as necessary to process, service or foreclose on a loan guaranty or collect on a defaulted loan guaranty.

Freedom of Information Act (5 U.S.C. 552)

This law provides, with some exceptions, that SBA must supply information reflected in agency files and records to a person requesting it. Information about approved loans that will be automatically released includes, among other things, statistics on our loan programs (individual borrowers are not identified in the statistics) and other information such as the names of the borrowers (and their officers, directors, stockholders or partners), the collateral pledged to secure the loan, the amount of the loan, its purpose in general terms and the maturity. Proprietary data on a borrower would not routinely be made available to third parties. All requests under this Act are to be addressed to the nearest SBA office and be identified as a Freedom of Information request.

Flood Disaster Protection Act (42 U.S.C. 4011) -- Regulations have been issued by the Federal Insurance Administration (FIA) and by SBA implementing this Act and its amendments. These regulations prohibit SBA from making certain loans in an FIA designated floodplain unless Federal Flood insurance is purchased as a condition of the loan. Failure to maintain the required level of flood insurance makes the applicant ineligible for any financial assistance from SBA, including disaster assistance.

Executive Orders -- Floodplain Management and Wetland Protection (42 F.R. 26951 and 42 F.R. 26961) -- SBA discourages settlement in or development of a floodplain or a wetland. This statement is to notify all SBA loan applicants that such actions are hazardous to both life and property and should be avoided. The additional cost of flood preventive construction must be considered in addition to the possible loss of all assets and investments due to a future flood.

Occupational Safety and Health Act (15 U.S.C. 651 et seq.) -- This legislation authorizes the Occupational Safety and Health Administration in the Department of Labor to require businesses to modify facilities and procedures to protect employees or pay penalty fees. Businesses can be forced to cease operations or be prevented from starting operations in a new facility. Therefore, SBA may require additional information from an applicant to determine whether the business will be in compliance with OSHA regulations and allowed to operate its facility after the loan is approved and disbursed. Signing this form as an applicant is certification that the OSHA requirements that apply to the applicant business have been determined and that the applicant, to the best of its knowledge, is in compliance. Furthermore, applicant certifies that it will remain in compliance during the life of the loan.

Civil Rights Legislation -- All businesses receiving SBA financial assistance must agree not to discriminate in any business practice, including employment practices and services to the public on the basis of categories cited in 13 C.F.R., Parts 112, 113, and 117 of SBA Regulations. This includes making their goods and services available to handicapped clients or customers. All business borrowers will be required to display the "Equal Employment Opportunity Poster" prescribed by SBA.

Equal Credit Opportunity Act (15 U.S.C. 1691) -- 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 or age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program, or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act.

Executive Order 11738 -- Environmental Protection (38 F.R. 251621) -- The Executive Order charges SBA with administering its loan programs in a manner that will result in effective enforcement of the Clean Air Act, the Federal Water Pollution Act and other environment protection legislation.

Debt Collection Act of 1982, Deficit Reduction Act of 1984 (31 U.S.C. 3701 et seq. and other titles) -- These laws require SBA to collect aggressively any loan payments which become delinquent. SBA must obtain your taxpayer identification number when you apply for a loan. If you receive a loan, and do not make payments as they come due, SBA may take one or more of the following actions: (1) report the status of your loan(s) to credit bureaus, (2) hire a collection agency to collect your loan, (3) offset your income tax refund or other amounts due to you from the Federal Government, (4) suspend or debar you or your company from doing business with the Federal Government, (5) refer your loan to the Department of Justice or other attorneys for litigation, (6) foreclose on collateral or take other action permitted in the loan instruments, or (7) if you default on an SBA loan and fail to fully reimburse SBA for any resulting loss, refer you to the computer database of delinquent Federal debtors maintained by the Department of Housing and Urban Development, or other Federal agency, which may disqualify you from receiving financial assistance from other Federal agencies. In addition, unless SBA is reimbursed in full for the loss, you will not be eligible for additional SBA financial assistance.

Immigration Reform and Control Act of 1986 (Pub. L. 99-603) -- If you are an alien who was in this country illegally since before January 1, 1982, you may have been granted lawful temporary resident status by the United States Immigration and Naturalization Service pursuant to the Immigration Reform and Control Act of 1986. For five years from the date you are granted such status, you are not eligible for financial assistance from the SBA in the form of a loan guaranty under Section 7(a) of the Small Business Act unless you are disabled or a Cuban or Haitian entrant. When you sign this document, you are making the certification that the Immigration Reform and Control Act of 1986 does not apply to you, or if it does apply, more than five years have elapsed since you have been granted lawful temporary resident status pursuant to such 1986 legislation.

Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821 et seq.) -- Borrowers using SBA funds for the construction or rehabilitation of a residential structure are prohibited from using lead-based paint (as defined in SBA regulations) on all interior surfaces, whether accessible or not, and exterior surfaces, such as stairs, decks, porches, railings, windows and doors, which are readily accessible to children under 7 years of age. A "residential structure" is any home, apartment, hotel, motel, orphanage, boarding school, dormitory, day care center, extended care facility, college or other school housing, hospital, group practice or community facility and all other residential or institutional structures where persons reside.

Executive Order 12549, Debarment and Suspension (2 CFR 180, adopted by reference in 2 CFR Part 2700 (SBA Debarment Regulations)) -- By submission of this loan application, you certify and acknowledge that neither you nor any Principals have within the past three years been: (a) debarred, suspended, declared ineligible from participating in, or voluntarily excluded from participation in a transaction by any Federal department or agency; (b) formally proposed for debarment, with a final determination still pending; (c) indicted, convicted, or had a civil judgment rendered against you for any of the offenses listed in the Regulations; or (d) delinquent on any amounts due and owing to the U.S. Government or its agencies or instrumentalities as of the date of execution of this certification.

If you are unable to certify and acknowledge (a) through (d), you must obtain and attach a written statement of exception from SBA permitting participation in this loan. You further certify that you have not and will not knowingly enter into any agreement in connection with the goods and/or services purchased with the proceeds of this loan with any individual or entity that has been debarred, suspended, declared ineligible from participating in, or voluntarily excluded from participation in a Transaction. All capitalized terms have the meanings set forth in 2 C.F.R. Part 180.

Loan Approval Package

SBA 7(a) Loan Program

Part 4: Personal Discretionary Income

Applicant Business (Borrower) Legal Name : _____ EIN: _____

Personal Information

First Name: _____ Middle Initial: _____ Last Name: _____

Social Security #: _____ Date of Birth: _____ Place of Birth: _____

Spouse First Name: _____ Middle Initial: _____ Spouse Last Name: _____

Social Security #: _____ Date of Birth: _____ Place of Birth: _____

Home Street Address: _____ City: _____ State: _____ Zip: _____

Mobile: _____ email: _____

Annual Net Discretionary Income

| Annual Income | \$ | Annual Expenditures | \$ |
|--|----|--|----|
| Salary from Applicant Business | | Mortgage/Rent Payments | |
| Salary from Outside Source | | Real Estate Taxes/Assessments | |
| Rental Income | | Taxes-Federal, State & Local | |
| Dividends & Interest | | Insurance Payments | |
| Distribution/Draw from Business | | Car/Auto Payments | |
| Other Income* (itemize): | | Charge (Credit) Card Payments | |
| | | Alimony, Child Support, Maintenance | |
| | | Household Expenses | |
| | | Other Expenses (Itemize): | |
| | | | |
| | | | |
| | | | |
| Total Income | | Total Expenses | |
| Net Discretionary Income | | Coverage Ratio | |
| (Total Income - Total Expenses) | | (Total Income / Total Expenses) | |

(*Alimony or child support payments need not be disclosed unless it is desired to have such payments counted toward total income)

| Contingent Liabilities | Estimated Amounts (\$) |
|--|------------------------|
| Endorser / Co-Maker / Guarantor on leases or contracts? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Pending Legal Claims & Judgements? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Provision for Federal Income Tax? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Other Special Debt? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If YES to any, please describe: | |
| | |
| | |
| Total Contingent Liabilities | |

Certification

By signing this form, I certify under penalty of criminal prosecution that all information on this form and any additional supporting information submitted with this form are true and complete to the best of my knowledge. I understand Fountainhead and/or assigns will rely on this information when making decisions regarding an application for a loan.

Principal Signature: _____ Spouse Signature: _____

Principal Full Name: _____ Spouse Full Name: _____

Date signed: _____ Date signed: _____

Loan Approval Package

SBA 7(a) Loan Program

Part 5: Business Debt

Applicant Business (Borrower) Legal Name: _____

EIN: _____

Business Credit Relationships: All Debt*

| Creditor / Institution (Name and Address) | Purpose of Loan | Original Date of Loan | Original Loan Amount (\$) | Interest Rate (%) | Maturity Date | Current Loan Balance (\$) | Loan Amount to be Refinanced (\$) (if applicable) | Monthly Loan Payment (\$) | Last Payment Date | Collateral / Security |
|--|--------------------|-----------------------------|------------------------------------|----------------------|------------------|---------------------------------|--|---------------------------------|-------------------------|-----------------------|
| | | | | | | | | | | |
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| | | | | | | | | | | |
| Totals | | | | | | | | | | |

***Do not include Accounts Payable and/or Accrued Liabilities**

Loan Approval Package

SBA 7(a) Loan Program

Part 6: Personal Resume

Applicant Business (Borrower) Legal Name: _____ EIN: _____

If a Personal Resume is available, please complete this form and attach the Resume to the Loan Application.

Personal Information

First Name: _____ Middle Initial: _____ Last Name: _____

Are you or your spouse employed by the US Government? Yes No

If YES, provide Agency Name and Position: _____

Military Service: Veteran Vietnam Era Veteran Non-Veteran Disabled Veteran

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Honorable discharge?: _____

Job Description/Major Assignment: _____

Education

| Name of High School / College / Other | Location | Date Attended From | Date Attended To | Major | Degree or Certificate |
|---------------------------------------|----------|--------------------|------------------|-------|-----------------------|
| | | | | | |
| | | | | | |
| | | | | | |

Professional Certifications or Licenses

| Name of Institution | Type of Certification / License | Certificate/License # | Date Obtained |
|---------------------|---------------------------------|-----------------------|---------------|
| | | | |
| | | | |
| | | | |

WORK EXPERIENCE (Start with the most recent)

| Company Name and Location | From | To | Title | % Business Owned |
|--------------------------------------|------|----|-------|------------------|
| | | | | |
| List duties and achievements: | | | | |
| | | | | |
| | | | | |
| | | | | |
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Loan Approval Package

SBA 7(a) Loan Program

Part 6: Personal Resume

| Company Name and Location | From | To | Title | % Business Owned |
|--------------------------------------|------|----|-------|------------------|
| | | | | |
| List duties and achievements: | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| Company Name and Location | From | To | Title | % Business Owned |
|--------------------------------------|------|----|-------|------------------|
| | | | | |
| List duties and achievements: | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

List your top 5 skills / strengths:

1. _____
2. _____
3. _____
4. _____
5. _____

Describe how your personal history, work experience, skills, strengths, and education will help you succeed in the Business:
