



## Lei Ho'olaha Loan Application

For financing facilities acquisition, renovation, leasehold improvements or working capital.

Thank you for applying to Lei Ho'olaha for a loan. If you have not yet spoken with Peter Hanohano about your project, we encourage you to do so before submitting an application package. In this introductory conversation about your organization and specific financing needs, he can give you important information about the application process.

In this application package, you will find several forms to complete and a checklist of items to submit with your application.

You may complete the forms by hand or electronically. Please sign the original copy of this loan application and return it, along with a \$500 non-refundable application fee, to your loan officer. Please also retain a copy of the completed package for your files.

Mahalo



## Lei Ho'olaha Loan Application

### Organization Information

**1. Organization Name**

**2. Mailing Address**

**3. Physical Address**

**4. City**

**5. State**

**6. Zip Code**

**7. Phone Number**

**8. Fax Number**

**9. Contact Person**

**10. Contact Person Title**

**11. Contact Person Email**

**12. Organization Website**

**13. Legal Structure**

- C Corporation
- S Corporation
- Nonprofit
- Legal Partnership
- Sole Proprietorship
- Limited Liability Corporation

**14. Are you considering changing your legal structure?**

- Yes
- No

## Lei Ho'olaha Loan Application

### Applicant/Borrower Information (if different from organization)

**15. Legal Name**

**16. Federal Tax ID #**

**17. Mailing Address**

**18. Physical Address**

**19. City**

**20. State**

**21. Zip Code**

**22. Phone Number**

**23. Fax Number**

**24. Contact Person**

**25. Contact Person Title**

**26. Contact Person Email**

**27. Applicant/Borrower Website**

## Lei Ho'olaha Loan Application

### Project Information

#### 28. Use of Funds

Feasibility / Pre-  
Development:

Land / Building  
Purchase:

Construction Hard  
Costs:

Construction Soft Costs:

General Costs:

Closing Costs:

Equipment:

Inventory:

Supplies:

Materials:

Working Capital:

Total Uses of Funds:

#### 29. Sources of Funds

- Lei Ho'olaha  
 Seller Financing Fundraising Project

Other (please specify)

## Lei Ho'olaha Loan Application

### Facility to be Financed (if applicable)

**30. Physical Address**

**31. City**

**32. State**

**33. Zip Code**

**34. Square Footage of Completed Building**

**35. Number of Years in this Facility**

**36. Will project increase the amount of physical space available?**

Yes

No

**37. If yes, how many additional clients will it accommodate?**

**38. The applicant**

- Owns the facility
- Leases the facility
- Has it under a Sales Agreement

**39. Will the facility be used for other community purposes?**

- Yes
- No

**40. If yes, please describe**



## Lei Ho'olaha Loan Application

### Collateral

Complete all that are applicable

#### 41. Property 1

Value of Asset

Loan on Asset

Lender Name

#### 42. Property 2

Value of Asset

Loan on Asset

Lender Name

#### 43. Equipment

Value of Asset

Loan on Asset

Lender Name

#### 44. Furniture & Fixtures

Value of Asset

Loan on Asset

Lender Name

**45. Leasehold Improvements**

Value of Asset

Loan on Asset

Lender Name

**46. Other 1**

Name of Asset

Value of Asset

Loan on Asset

Lender Name

**47. Other 2**

Name of Asset

Value of Asset

Loan on Asset

Lender Name

**48. Name(s) of possible Co-Signer(s) for loan**

## Lei Ho'olaha Loan Application

### Employee Information

#### 49. Current Number of Employees

Full-Time

Part-Time

#### 50. Percentage of Native Hawaiian employees

Full-Time

Part-Time

#### 51. Projected number of employees after financing

Full-Time

Part-Time

## Lei Ho'olaha Loan Application

### Organization Governance Board Contact Information

**52. Chair of Board**

**53. Chair Phone Number**

**54. Chair Email**

**55. Treasurer of Board**

**56. Treasurer Phone Number**

**57. Treasurer Email**

## Lei Ho'olaha Loan Application

### Additional Information

Required by ALL applicants

#### **58. Present the following documents**

- Description of mission, history, program and the proposed use of funds
- Business plan
- Organization chart
- List of key staff and resumes
- List of board members and their affiliates
- Three (3) years of audited financial statements
- Management-prepared interim financial statements
- Current year budget
- Three (3) years of projected financial statements
- Articles of Incorporation or equivalent formation documents
- By-Laws or equivalent (LLC operating agreement, partnership agreement, etc.)
- 501(c)3 Tax Exempt Status Letter (if applicable)
- Property description: Copy of lease (if applicable), location maps, photos (if available), site plans/floor plans (if available)

## Lei Ho'olaha Loan Application

### Additional Information for Facilities Loans

#### Required of Facilities Loans Only

#### 59. Present the following documents

Property description:  
size of land and facility,  
neighborhood, and  
zoning and entitlement  
status

As-Is appraisal  
environment reports  
(including a Phase I and  
asbestos and lead-  
based paint  
assessment)

Current preliminary title  
report

Copy of purchase and  
sale agreement status  
and copies of financing  
commitments identified  
in sources and uses  
statement

## Lei Ho'olaha Loan Application

### Additional Information for Rehab Loans

#### Required for Rehab Loans Only

#### **60. Present the following documents**

- Property description: size of lot and facility, neighborhood, and zoning and entitlement status
- As-completed appraisal
- Environmental reports (including a Phase I and asbestos and lead paint assessment)
- Current preliminary title report
- Evidence of site control or lease
- Status and copies of financing commitments identified in sources and uses statement
- Construction plans
- Project budget and timeline
- Construction bids or contract
- List of project team management and qualifications: project manager, architect, general contractor and consultants



## Lei Ho'olaha Loan Application

### Authorization

Please print and sign the original copy of this loan application and return it to Peter Hanohano along with all required documents and a \$500 non-refundable application fee

**61. Name**

**62. Date**

**63. Signature**