BANCO POPULAR®
Government Guaranteed Loans Department

SBA Credit Memo
Annex to Loan / Line Fact Sheet

Business Name of Applicant

Date (mm/dd/yyyy)

Business Address

Primary Business Activity

Type of Organization

- ☐ Proprietorship — Year established _____
- ☐ Corporation — Year incorporated _____
- ☐ Partnership — SIC Code _____
- ☐ Other — NAICS Code _____

Present management in control since (year) _____

If Franchise?
Name

Credit	**Yes**	**No**
Satisfactory?	☐	☐
Judgement?	☐	☐
Bankruptcy?	☐	☐
Tax Liens?	☐	☐
Lawsuits?	☐	☐

Eligibility	**$ Amount**	**Number of Employees**
Primary Size Standard		
Applicant Size		

	Yes	**No**
Change in Ownership	☐	☐
Passive Company	☐	☐

Operating Company Name _____

Occupancy Rate 0%

	Yes	**No**
Does the loan repay debt?	☐	☐
Is a 20% cash flow improvement?	☐	☐
Has borrower used personal resources?	☐	☐
Does business have affiliates?	☐	☐

Name of Affiliates

Number of employees (affiliates)

Average annual receipts ($) (affiliates)

Proposed Use of Funds	**$**	**Type of Evidence**
Acquisition of RE / Land	23,000.00	
Leasehold Improvements	40,000.00	
Machinery & Equipment	15,000.00	
Inventory Purchase	25,000.00	
Working Capital	45,000.00	
Debt Payoff	6,500.00	
Purchase of Existing Business	100,000.00	
Loan Fees	4,500.00	
Rent and Permits	450.00	
Advertising	3,500.00	
Others	20,000.00	
Total Financing Project (TFP)	282,950.00	

Explain Equity Injection and Source

Cash Injection	75,000.00
Asset Injection	40,000.00
Total Injection	115,000.00

Sources of Funds	**$**	**%**
TFP	282,950.00	.000.00%
Injection	115,000.00	.700.00%
BPPR	167,950.00	.500.00%

Business Name of Applicant

Cash Flow Analysis and Debt Coverage

Period Ending ▶	Prior FY	Interim	Proyected
Earnings Before Taxes			
+ Depreciation			
+ Interest Expense			
+ Rent Savings (if applicable)			
- Drawings or Dividends			
Total Cash Flow (a)			
Existing Debt Service (P+I)			
+BPPR / SBA Debt Service (P+I)			
Total Cash Requirements (b)			
Cash Margin (a-b)			
Cash Flow Coverage (a/b)			

Collateral Value Analysis: (Assess All Collateral)

Type of Asset	Location	FMV	LTV	Liq. Rate	Prior Liens	Collateral Value

Total Collateral Value (a)

BPPR Loan Amount (b)

Collateral Coverage Ratio

Excess Collateral

Comments on Collateral Adequacy: (Justify greater LTV, if applicable)