

## Personal History Form

*Each officer and director, regardless of ownership, and each proprietor, partner and stockholder with 20% or more ownership in the small business concern and/or real estate holding company must complete the following data. Key day to day managers may also be required to complete.*

**General Information:**

First / Middle / Last: \_\_\_\_\_ Years Used: \_\_\_\_\_ to \_\_\_\_\_

Former Names used, if any: \_\_\_\_\_ Years Used: \_\_\_\_\_ to \_\_\_\_\_  
*(State name in full, if no middle name, state (NMN), or if initial only, indicate initial.) List all former names used, and dates each name was used. Use separate sheet if necessary.*

Email Address: \_\_\_\_\_

Social Security No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
mm/dd/yyyy City & State or Foreign Country

Present Residential Address: \_\_\_\_\_ Years Used: \_\_\_\_\_ to \_\_\_\_\_  
Street City State Zip

Most Recent Prior Address: \_\_\_\_\_ Years Used: \_\_\_\_\_ to \_\_\_\_\_

Home/Cell # (Include Area Code): Street \_\_\_\_\_ Business Tel. # (Include Area Code): City State Zip \_\_\_\_\_

Percentage of Ownership of the Operating Company: \_\_\_\_\_% Percentage of Ownership of the R/E Holding Company: \_\_\_\_\_%

**Please mark yes or no to the following questions. *If you answer yes to any of the questions, please furnish details in a separate document.***

	Yes	No
Are you presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction?		
For any criminal offense – other than a minor vehicle violation – have you ever: 1) been convicted; 2) plead guilty; 3) plead nolo contendere; 4) been placed on pretrial diversion; or 5) been placed on any form of parole or probation (including probation before judgement)?		
Have you been arrested in the past six months for any criminal offense?		
Has an application for the loan you are applying for now ever been submitted to SBA or to a Certified Development Company or lender in connection with and SBA program?		
If you are at least 50% or more owner of the applicant business, <b>are you more than 60 days delinquent on any obligation to pay child support arising under administrative order, court order, repayment agreement between the holder and a custodial parent, or repayment agreement between the holder and a state agency providing child support enforcement services?</b>		
Are you presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from the participation in the transaction by any Federal department or agency?		
Are you involved in any lawsuit at this time?		
Have you EVER filed for personal or business bankruptcy protection? If yes, please provide details on a separate page.		
Have you previously defaulted on a Federal loan or Federally assisted financing causing the Federal Government or any of its Agencies or Departments to sustain a loss in any of its programs?		
Are you the owner of any other business?		
Have you paid or committed to pay a fee to a lender/CDC or third party to assist in preparation of the loan application or materials OR have you paid or committed to pay a fee for a referral or a broker?		

Are you or a member of your household a current or former employee of SBA or a member of congress, an appointed official/employee of a legislative/judicial branch of the federal government, an employee of the federal government/military with a pay scale of GS-13 or higher, a member or employee of a Small Business Advisory Council, or a SCORE Volunteer?

Are you a U.S. Citizen? Yes \_\_\_ No \_\_\_

If "No," are you a Lawful Permanent resident alien? Yes \_\_\_ No \_\_\_

If "Yes," Provide Alien Registration Number: \_\_\_\_\_ If "No," country of citizenship: \_\_\_\_\_

Have you had any previous government financing, including student loans or FHA/VA home loans? Yes \_\_\_ No \_\_\_

If "Yes", what type of Government Loan? Student Loan \_\_\_ VA Loan \_\_\_ SBA \_\_\_ USDA \_\_\_ FHA \_\_\_ Other \_\_\_

**Experience:**

**Education** (College/Technical Training) - Institution Name, Location/Dates Attended/Degree or Certification

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Degree/Certification  
*Name & Location month year month year*

**Work History** (List Chronologically, beginning with present employment)

Company Name/Location: \_\_\_\_\_

Title: \_\_\_\_\_ Dates: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Duties: \_\_\_\_\_

Company Name/Location: \_\_\_\_\_

Title: \_\_\_\_\_ Dates: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Duties: \_\_\_\_\_

**Military Service Background:**

Branch: \_\_\_\_\_ From: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Honorable Discharge \_\_\_\_\_

Rank at Discharge \_\_\_\_\_ Major Assignments/Accomplishments \_\_\_\_\_

**Information for government monitoring Purposes:** The following information is requested by the Federal Government for certain types of loans in order to monitor the Lenders compliance with equal credit opportunity laws. You are not required to furnish this information, but encouraged to do so. The law provides that a Lender may neither discriminate on the basis of this information, nor on whether you choose to furnish it. However, if you choose not to furnish this information, under the Federal regulations this Lender is required to note race and sex on the basis of visual observation or surname. If you do wish to furnish the below information, please check the boxes below.

**With what race do you most closely identify: (choose only one):**

Native American/Alaska Native \_\_\_ Asian \_\_\_ Black/African Amerian \_\_\_

Native Hawaiian/Pacific Islander \_\_\_ White/Caucasian \_\_\_ I do not wish to disclose this information \_\_\_

**With what ethnicity do you most closely identify: (choose only one):**

Hispanic/Latino \_\_\_ Not Hispanic/Latino \_\_\_ I do not wish to disclose this information \_\_\_

**Sex:** Male \_\_\_ Female \_\_\_ I do not wish to disclose this information \_\_\_

**I certify that the above information is true and correct to the best of my knowledge and authorize the release to Northwest Business Development Association (NWBDA) of any information they may require at any time for any purpose related to my credit transaction with them. This includes, but is not limited to, accessing credit and background check information through authorized vendors. I understand that my authorization will remain effective from the date of my signature until my lending relationship with NWBDA and the U.S. Small Business Administration has been terminated.**

Signature

Date