



The Law Offices of Steven C. Vondran

Extreme Service – Excellent Results!

CALIFORNIA FINANCE LENDERS LAW APPLICATION

CLIENT DOCUMENTS NEEDED

Applicants, please provide a legible copy of each of the following documents, where applicable to you. If the requirement is for an original or certified copy, please make sure you comply with that.

Exhibit A: Balance Sheet that evidences your minimum \$25,000 net worth. Must be prepared pursuant to *generally accepted accounting principles*. In addition, this financial statement in the form of a balance sheet must be dated within 90 days of the filing of the application. If you have one older than this, it is no good, and you will need to have a new balance sheet created. **If you are applying as an individual, the balance sheet must be for the individual. If you are a corporation or LLC the balance sheet should reflect the net worth of the Corporation.**

Exhibit B: Provide the original surety bond, including riders and endorsements in the amount of \$25,000. The bond and the cover page of the bond must be in the name of the applicant. Make sure to include the name, address, and telephone number of the bonding agent. The Information sheet for the bond is attached. Please make sure you read it closely and provide the information requested therein. Note: This exhibit must be signed and notarized even though the signature page does not make space for a notary. Have it notarized anyway.

Exhibit C: Complete the enclosed “*Statement of Identity*” and Questionnaire. Make sure your 10 year work history is completely accurate. **Each (natural person) listed in questions number 4, 5 and 6 of the CFL application (other partners and owners of the applicant’s company) must also complete this questionnaire and submit it with your application.** In addition, any “entity” that owns 10% of applicant’s business must complete one of the Questionnaires FOR EACH of that entities officers, directors, general partners, managing members, etc. There is a “passive investor” waiver that can be executed in lieu of filing the Questionnaire. Contact Mr. Vondran for details. **Note:** if you are outside the State of California when you execute this agreement,

you will have to have it notarized. Otherwise, you can simply complete the form attesting to its accuracy without needing a notary.

Fingerprints (Criminal history background check): All persons named in questions 4, 5 and 6 (other partners, owners, directors, etc.) must submit a copy of their fingerprints in addition to completing the Questionnaire discussed in **Exhibit C** above.

A. **California (In-state) Applicants:** California uses the “live-scan” process which electronically scans fingerprints and sends them to the California Department of Justice to conduct the background search. Attached is the form you need to take to the live scan location to have your fingerprints taken. A list of live scan operators can be found here: <http://caag.state.ca.us/fingerprints/publications/contact.htm>.

Note: the live-scan operator will charge a fee for their service. Upon having your fingerprints taken, we will need a copy of the form to submit to the DOC. Please retain a copy.

Please note: a \$20 check must be made payable to the *California Department of Corporations* for their processing of the fingerprints. Please include this check when submitting your documents to Mr. Vondran. This is a separate fee from the service we provide.

Note: As referenced above, you must send us back the “*Requesting Agency Copy*” of the “Request for Live Scan Service” form when submitting your documents to us.

B. **Non-California (Out-of-State) Applicants:** Although it is much faster if you can be physically present in California to have your prints taken via the live scan system, the Department of Corporations will also mail you signature cards that can be used to have your fingerprints taken. If you are an out-of-state applicant, please call the California Department of Corporations at (866) 275-2677. *Tell them your attorney is filing your CFL lines application and that you are out of state and need fingerprint cards.*

Please note: an \$86 check must be made payable to the *California Department of Corporations* for their processing of the fingerprints. Please include this check when submitting your documents to Mr. Vondran. This is a separate fee from the service we provide.

Also note: Because you are not using the California “live-scan” feature, the DOC requires you to fill out a “*Request for Exemption from Mandatory Electronic Fingerprint Submission Requirement*.” We have attached a copy of this form for you to fill out and return with your document submission. If you were wondering why the fingerprinting fees are \$86 for non-residents and \$20 for California residents, it’s because the California Department of Justice assesses the extra \$66 fee for processing this document.

C. **Publicly traded Companies:** If the applicant is a *publicly traded company* whose securities are listed on a national stock exchange, contact Attorney Steve Vondran for fingerprinting requirements.

Exhibit D: If you are a sole proprietor applying for the CFL license complete the enclosed “*Statement of Citizenship, Alienage, etc.....*” In that event, you must provide proof of citizenship as outlined in “list A” of the application materials. Mr. Vondran can discuss this with you if you are applying as a sole proprietor for the CFL license.

Exhibit E: Complete and return the attached “*Customer Authorization for Disclosure of Financial Records.*” This allows the Department of Corporations to obtain information about your company.

Exhibit F: Provide a copy of any Fictitious Business Name Statements / DBA’s you have filed with any County clerks for the business in question. Make sure the copy you send has the “filed” stamp proving that it was accepted for filing by the County in question.

Exhibit G: ALL applicants (whether currently a licensed California company or licensed in another State) must submit an original certificate of good standing for your corporation from the Secretary of State or other regulatory authority from the state you are currently incorporated in. **Note:** make sure the certificate shows the original date of incorporation!

Exhibit H: In addition to item G above, If you are a FOREIGN CORPORATION (meaning your company is not currently a California Company or LLC) then you will first need to **qualify to do business in California**. This requires a separate filing with the California Secretary of State and a \$100 fee along with proof of good standing in your home State. The name of the qualification certificate must match the name of the applicant on the CFL license. **Note:** We can file the qualification papers to have you qualify as a foreign corporation. This will normally take a few weeks to finalize. In some cases you may just want to forego this step and file for a California LLC or California Corporation. We can incorporate you as well. Once you have obtained a Certificate of Good Standing and Qualification to do business in California (issued by the California Secretary of State) this needs to be attached to your application.

Exhibit I: If the business is a General Partnership, forward a Copy of your original General Partnership agreement. This agreement must evidence your original date of organization.

Exhibit J: If you are organized in ANY STATE as a **limited partnership or limited liability company** (LLC) you must also submit an original Certificate of Good Standing or Qualification executed by the Secretary of State of your State of organization, or other proper authority showing that the applicant is authorized to transact business in that State. The certificate must indicate the original date of organization and the name must match the name of the applicant for the CFL license.

Exhibit K: If you are a FOREIGN ENTITY (Limited Partnership or LLC) not organized under California law, you must also submit an original certificate of good standing or qualification executed by the California Secretary of State showing that you are qualified to do business in California. Again, the name must match the name of the applicant for the CFL license.

Moral Character: If you have ever been (1) subject to any administrative action by any governmental agency, (2) and criminal action, or (3) any civil action involving an act of *dishonesty, fraud, or deceit* in California or any other jurisdiction, please provide ALL RECORDS you have in regards to these items. This includes records of arrest, court records, final resolution, etc.

are a FOREIGN ENTITY (Limited Partnership or LLC) not organized under California law, you must also submit an original certificate of good standing or qualification executed by the California Secretary of State showing that you are qualified to do business in California.

IF YOU MADE IT THIS FAR YOU ARE DESTINED FOR SUCCESS!

Please ensure you have provided all materials listed above. Any missing or incomplete documents will cause further delay to what is already a fairly lengthy process.

Mail all of the completed documentation to:

Law Offices of Steven C. Vondran

620 Newport Center Drive, Suite 1100

Newport Beach, Ca. 92660

Phone (877) 276-5084

www.VondranLaw.com

Upon receipt of your documents we will file with the Department of Corporations!