INSTRUCTIONS – SCHEDULE D
INCOME – LOANS
(Received or Outstanding)

Loans received or outstanding during the reporting period, which total $500 or more from a single source located in or doing business in your jurisdiction, are reportable (see Appendix-8). Your community property interest in loans received by your spouse also must be reported.

See Appendix-8 for important information about loan prohibitions.

Commonly reportable loans include:

- Real estate loans.
- Margin accounts.
- Automobile loans and automobile leases.
- Campaign loans secured by your personal assets or for which you are personally liable.
- Student loans.
- Credit card and retail installment debts.

You are <u>not</u> required to report:

- Any loan from a commercial lending institution secured by your principal place of residence, if the loan was made in the lender's regular course of business on terms available to the public without regard to your official status. However, loans on other residences may be reportable.
- Loans from a commercial lending institution made in the lender's regular course of business on terms available to the public without regard to your official status that did not total more than $10,000 at any time during the reporting period.
- Any retail installment or credit card debts incurred in the creditor's regular course of business on terms available to the public without regard to your official status that did not total more than $10,000 at any time during the reporting period.
- Any loan from your spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin or the spouse of any such person, unless the lender was acting as an intermediary or agent for any person not covered by this provision.
- Loans made to others. However, repayments may be reportable on Schedule C.
- A loan you co-signed for another person unless you made payments on the loan during the reporting period.

TO COMPLETE SCHEDULE D:

- Provide the name and address of the lender.
- Check the appropriate box describing the lender's business activity.
- Disclose the interest rate and the term of the loan.
  - -- The term of the loan is the total number of months or years given for repayment of the loan at the time the loan was entered into.
  - -- For variable interest rate loans, disclose the conditions of the loan, such as Prime + 2, or the average interest rate paid during the reporting period.
  - -- The interest rate for an automobile lease is the money factor (found in your lease agreement) multiplied by 24.
  - -- You may report "revolving" as the term of credit card loans from commercial lending institutions or loans against margin accounts with a stock broker.
  - -- If the conditions of a student loan are not known because they will be decided when you finish school, you may report "deferred."
- Check the box indicating the highest balance of the loan during the reporting period.
- Identify the security, if any, for the loan.

You are not required to disclose on Schedule D loans already reported on Schedules A-2 or B.

Example: Colleen Jones is a city council member. She received a $15,000 equity loan on her principal residence from a commercial lending institution which she used to buy an automobile. Because the loan was secured by her principal residence, it is not reportable.

REMINDERS

✓ Do you know your agency's jurisdiction?
✓ Did you receive any loans or have loans outstanding during the period covered by this statement?
✓ Code filers – Income includes any loan. Did you receive a loan from an entity or individual required to be reported as a source of income under your disclosure categories?
✓ For loan restrictions, see Appendix-8.

Clear Form

Print Form

Specify pages to print!

SCHEDULE D

Income – Loans

(Received or Outstanding)

CALIFORNIA FORM 700

FAIR POLITICAL PRACTICES COMMISSION

Name ____________________

➤ NAME OF LENDER

____

ADDRESS

____

BUSINESS ACTIVITY OF LENDER

☐ Financial Institution

☐ Other ____________________

INTEREST RATE

_______% ☐ None

TERM (Months/Years)

____

HIGHEST BALANCE DURING REPORTING PERIOD

☐ $500 - $1,000 ☐ $1,001 - $10,000

☐ $10,001 - $100,000 ☐ OVER $100,000

SECURITY FOR LOAN

☐ None ☐ Automobile ☐ Personal residence

☐ Real Property ____________________
Street address

____
City

☐ Guarantor ____________________

☐ Other ____________________
(Describe)

➤ NAME OF LENDER

____

ADDRESS

____

BUSINESS ACTIVITY OF LENDER

☐ Financial Institution

☐ Other ____________________

INTEREST RATE

_______% ☐ None

TERM (Months/Years)

____

HIGHEST BALANCE DURING REPORTING PERIOD

☐ $500 - $1,000 ☐ $1,001 - $10,000

☐ $10,001 - $100,000 ☐ OVER $100,000

SECURITY FOR LOAN

☐ None ☐ Automobile ☐ Personal residence

☐ Real Property ____________________
Street address

____
City

☐ Guarantor ____________________

☐ Other ____________________
(Describe)

➤ NAME OF LENDER

____

ADDRESS

____

BUSINESS ACTIVITY OF LENDER

☐ Financial Institution

☐ Other ____________________

INTEREST RATE

_______% ☐ None

TERM (Months/Years)

____

HIGHEST BALANCE DURING REPORTING PERIOD

☐ $500 - $1,000 ☐ $1,001 - $10,000

☐ $10,001 - $100,000 ☐ OVER $100,000

SECURITY FOR LOAN

☐ None ☐ Automobile ☐ Personal residence

☐ Real Property ____________________
Street address

____
City

☐ Guarantor ____________________

☐ Other ____________________
(Describe)

➤ NAME OF LENDER

____

ADDRESS

____

BUSINESS ACTIVITY OF LENDER

☐ Financial Institution

☐ Other ____________________

INTEREST RATE

_______% ☐ None

TERM (Months/Years)

____

HIGHEST BALANCE DURING REPORTING PERIOD

☐ $500 - $1,000 ☐ $1,001 - $10,000

☐ $10,001 - $100,000 ☐ OVER $100,000

SECURITY FOR LOAN

☐ None ☐ Automobile ☐ Personal residence

☐ Real Property ____________________
Street address

____
City

☐ Guarantor ____________________

☐ Other ____________________
(Describe)

Comments: ____________________