

## BUSINESS LOAN REQUEST FORM

**APPLICANT COMPANY:**

COMPANY NAME		PHONE	
		FAX	
ADDRESS		TYPE OF BUSINESS	
EMAIL		STRUCTURE	
SIC CODE		TAX ID NUMBER	
INTEREST RATE		NUMBER OF EMPLOYEES BEFORE/AFTER	
		LIFE INSURANCE REQUIRED BY LENDER	

**OWNERSHIP OF APPLICANT COMPANY:** List all officers, directors, partners, co-owners, and all stockholders with 20% or more of total stock issued.

NAME	TITLE	% OWNERSHIP
TOTAL		

**AFFILIATES:** List all business concerns in which the applicant company or any of the individuals listed in the Ownership Section above have ownership of 20% or more.

COMPANY NAME	OWNER (APPLICANT COMPANY OR INDIVIDUALS)	% OWNERSHIP	NUMBER OF EMPLOYEES

**ESTIMATED PROJECT:**

NEW CONSTRUCTION	
LAND OR BUILDING ACQUISITION	
BUILDING IMPROVEMENTS/ REPAIRS	
MACHINERY/EQUIPMENT ACQUISITION	
FURNITURE/FIXTURES	
WORKING CAPITAL	
TOTAL LOAN	

## QUESTIONNAIRE

### **When Commercial Real Estate is Pledged as Collateral Answer the Following.**

1. Are you aware of any previous uses of the site that may have posed a threat to its environmental integrity?  
Yes  No  NA
2. To the best of your knowledge, has disposal or accidental release of any hazardous substance ever occurred at this site?  
Yes  No  NA
3. Are you aware of any pollution clean-up actions that have ever been taken at the site?  
Yes  No  NA
4. Are toxic chemicals stored or utilized at the site?  
Yes  No  NA
5. Are hazardous wastes generated at the site that may require an EPA identification number?  
Yes  No  NA
6. Are you aware of any underground storage tanks that are located on this site?  
Yes  No  NA
7. As far as you know, is the site currently in violation of any federal, state, or local hazardous substance regulations?  
Yes  No  NA

### **Always Answer the Following.**

1. Has any principal or officer ever been involved in bankruptcy or insolvency proceedings? If so provide details.  
Yes  No
2. Has any principal or officer ever been involved in a loss to any federal agency including but not limited to: SBA, FSA, USDA, IRS, HUD, etc.? If so provide details.  
Yes  No
3. Is any principal or the business its self involved in any pending lawsuits? If so provide details.  
Yes  No
4. Does your business, its owner or stockholder have a controlling interest in other businesses? If so provide details.  
Yes  No
5. Do you buy from, sell to, or use the services of any concern in which someone in you company has a significant financial interest? If so provide details  
Yes  No
6. Does your business presently engage in export trade?  
Yes  No
7. Do you have plans to begin exporting as a result of this loan?  
Yes  No
8. Would you like information on exporting?  
Yes  No

## EXECUTIVE SUMMARY

Please give a detailed description of your business and its financing, needs, and how this loan will positively affect your business. Include history, marketing strategies, and competitive advantage. Tell me what makes your business a better investment than similar businesses. What sets you apart!

## MANAGEMENT RESUME

Please fill in all spaces. If an item is not applicable, please indicate as such. You may include additional relevant information on a separate exhibit. SIGN/DATE where indicated.

### PERSONAL INFORMATION:

NAME	MAIDEN NAME	RACE	SS#
DATE OF BIRTH	PLACE OF BIRTH		
HOME PHONE	BUSINESS PHONE		
HOME ADDRESS			
FROM	TO	PRESENT DATE	
PREVIOUS ADDRESS			
FROM	TO		
FICO SCORE	DATE	SPOUSE'S FICO SCORE	DATE
SPOUSE'S NAME	MAIDEN NAME	RACE	SS#
ARE YOU EMPLOYED BY THE US GOVERNMENT?	<input type="checkbox"/> Yes <input type="checkbox"/> NO	AGENCY & POSITION	

### EDUCATION:

COLLEGE/TECHNICAL TRAINING	DATES ATTENDED	MAJOR	DEGREE/CERTIFICATE

### MILITARY SERVICE BACKGROUND:

BRANCH OF SERVICE	DATES OF SERVICE
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### WORK EXPERIENCE: List chronologically beginning with present employment.

COMPANY NAME/LOCATION	FROM	TO	TITLE	DUTIES
COMPANY NAME/LOCATION	FROM	TO	TITLE	DUTIES
COMPANY NAME/LOCATION	FROM	TO	TITLE	DUTIES

### PERSONAL HISTORY:

Are you presently under indictment, on parole, or probation? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you <u>ever</u> been charged with or arrested for any criminal offense other than a minor motor vehicle violation? Include offenses, which have been dismissed, discharged. (All arrest and charges must be disclosed and explained on attached sheet.) <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you <u>ever</u> been convicted, placed on pretrial diversion, or placed on any form of probation, including adjudication withheld pending probation, for any criminal offense other than a minor motor vehicle violation? <input type="checkbox"/> Yes <input type="checkbox"/> No

SIGNATURE

DATE

## REQUIRED DOCUMENTATION

N/A	RECIEVED	<u>ITEM</u>
<input type="checkbox"/>	<input type="checkbox"/>	Signed Contract
<input type="checkbox"/>	<input type="checkbox"/>	Retainer Fee
<input type="checkbox"/>	<input type="checkbox"/>	Current less than 60 days old Balance Sheet/ With Aging of AR & AP
<input type="checkbox"/>	<input type="checkbox"/>	Business Indebtedness Form that matches Balance Sheet
<input type="checkbox"/>	<input type="checkbox"/>	Current less than 60 days old (same date as above) Profit & Loss
<input type="checkbox"/>	<input type="checkbox"/>	Historical year one Tax Return for business
<input type="checkbox"/>	<input type="checkbox"/>	Historical year two Tax Return for business
<input type="checkbox"/>	<input type="checkbox"/>	Historical year three Tax Return for business
<input type="checkbox"/>	<input type="checkbox"/>	Historical year one Tax Return for each Principal
<input type="checkbox"/>	<input type="checkbox"/>	Historical year two Tax Return for each Principal
<input type="checkbox"/>	<input type="checkbox"/>	Historical year three Tax Return for each Principal
<input type="checkbox"/>	<input type="checkbox"/>	Detailed projection of Profit & Loss for at least one full year. (If different from previous year)
<input type="checkbox"/>	<input type="checkbox"/>	Current less than 60 days old joint Credit Report on each Principal
<input type="checkbox"/>	<input type="checkbox"/>	Current less than 60 days old loan transcripts for each loan to be refinanced
<input type="checkbox"/>	<input type="checkbox"/>	Articles of Incorporation
<input type="checkbox"/>	<input type="checkbox"/>	Corporate By Laws
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Franchise Agreement
<input type="checkbox"/>	<input type="checkbox"/>	Copy of any lease agreements
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Deed for all Real Estate offered as Collateral
<input type="checkbox"/>	<input type="checkbox"/>	Copy of firm bid or estimate for all Construction projects & Purchases
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Contract for purchase
<input type="checkbox"/>	<input type="checkbox"/>	Description & Cost of any item to be purchased
<input type="checkbox"/>	<input type="checkbox"/>	Real Estate Appraisal by State Certified General on all loan >\$250,000 (less than 1 year old)
<input type="checkbox"/>	<input type="checkbox"/>	Appraisal on all M&E by qualified appraiser (less than 1 year old)
<input type="checkbox"/>	<input type="checkbox"/>	Description of M&E/F&F including model name, & market value of items offered as collateral, include serial # if >\$1,000 in value.
<input type="checkbox"/>	<input type="checkbox"/>	Salary of each key employee
<input type="checkbox"/>	<input type="checkbox"/>	Source and amount of applicant's investment (if start-up required)
<input type="checkbox"/>	<input type="checkbox"/>	Executive Summary/History of business & expected benefits from loan
<input type="checkbox"/>	<input type="checkbox"/>	Resume' from each owner 20% or more and each manager
<input type="checkbox"/>	<input type="checkbox"/>	Personal financial statement on each owner 20% or more