



BUSINESS LOAN APPLICATION

Thank you for your decision in obtaining a commercial loan from our Credit Union. Please complete the following information as accurately as possible so we may better understand your financial needs. Please feel free to contact your commercial lender at 800-860-5640 with any questions or concerns.

GENERAL INFORMATION

Legal Name of Borrower: _____

Name of Business (if different): _____

Address: _____

City, State, Zip Code: _____

Business Telephone Number: _____

Fax Number: _____ **Email Address:** _____

Tax ID No.: _____ **Years In Business:** _____

Form of Business Organization (circle one): Sole **Proprietor** Partnership C – **Corporation** S – **Corporation** Limited Liability Corporation

Number of Employees of Borrower:
At Time of Application: _____ **If the Loan is Approved:** _____

Management / Ownership

(Use additional sheets if necessary)

<u>Name</u>	<u>Title</u>	<u>Annual Compensation</u>	<u>% Ownership</u>
_____	_____	_____	0.00%
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

For each individual listed above, please provide the following:

- Personal financial statement less than 60 days old. (Refer to Personal Financial Statement Form)
- Two Years Individual US Income Tax Return.

Additional Guarantors

(Use additional sheets if necessary)

<u>Name</u>	<u>Address</u>	<u>Telephone Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

For each individual listed above, please provide the following:

- Personal financial statement less than 60 days old. (Refer to Personal Financial Statement Form)
- Two Years Individual US Income Tax Return.

Loan Request

Requested Loan Amount: _____

Use of Proceeds for Loan Request (please itemize and total the request below):

Land and Building Acquisition	\$
New Construction/Expansion/Repair	_____
Leasehold Improvements	_____
Acquisition and/or Repair of Machinery and Equipment	_____
Inventory Purchase	_____
Working Capital	_____
Acquisition of Existing Business	_____
Pay-off Bank Loan	_____
Pay-off Other Debt	_____
Pay-off SBA Loan	_____
Other: Please Specify	_____
<i>Less: Amount of Owner's Equity Injection</i>	_____
Total Loan Requested	\$ _____

Current Business Debt

<u>Loan Type</u>	<u>Rate</u>	<u>Current Balance</u>	<u>Monthly Payment</u>	<u>Collateral</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Have you ever been involved in any bankruptcy or insolvency proceedings? Yes: No:
If yes, please provide details on a separate sheet.

Are you or your business involved in any pending lawsuits? Yes: No:
If yes, please provide details on a separate sheet.

Do you or your company have any outstanding judgments or liens? Yes: No:
If yes, please provide details on a separate sheet.

Do you or your company have any delinquent loans or trade accounts? Yes: No:
If yes, please provide details on a separate sheet.

Business Description

(Use separate attachments to answer questions if necessary or substitute with a business plan)

Nature of Business:

Type of Products / Services:

Customer Profile:

Competitors --- How do you differentiate your company / product from those of your competitors?

Major Past Accomplishments:

Future Plans for Growth / Expansion:

How will this loan benefit your company?

Name Verification

You will be executing legal documents for your loan request. Please TYPE, PRINT, the LEGAL NAME of all authorized signers, as they should appear on all documents.

(First Name)	(Middle Name / Initial)	(Last Name)	(Title)
(First Name)	(Middle Name / Initial)	(Last Name)	(Title)
(First Name)	(Middle Name / Initial)	(Last Name)	(Title)

I certify to the best of my knowledge that the following information contained herein is true and correct.

(Signature)	(Title)	(Date)
-------------	---------	--------

Information Checklist

Please provide the following if applicable.

- A year-end balance sheet and income statement for the previous three years for the company, completed according to generally accepted accounting principles. **OR** The corporate US Income Tax returns for the previous three years.

- A current balance sheet and income statement for the company. These should be less than 60 days old and be completed according to generally accepted accounting principals. A comparable balance sheet and income statement for the company for the same period from the previous year should also be included.

- Aging of Accounts Receivable and Accounts Payable **as of the same date as the most recent balance sheet submitted.**

- Company projections for at least the next 12 months.

- Signed Personal Financial Statements and most current two years. US Income Tax Returns for the owners / guarantor(s).

- Copy of the Purchase Agreement or Invoice, if purchasing real estate or other fixed asset.

- If project involves real estate the following information will be required for the subject building and lot:
 - Square footage, age of building, acreage of lot, and address.
 - Current rent roll, including terms of lease and space occupied by each tenant.
 - Copies of the current lease(s).
 - Historical operating statements (if applicable).
 - An environmental questionnaire (to be provided).

- If project involves construction the following information will be required.
 - Site plan of proposed building.
 - Detailed cost breakdown.
 - Time frame for commencement of construction and estimated completion date.

- Attach the following legal business documents, *as appropriate*:
 - Partnership Agreement.
 - Articles of Incorporation.
 - Articles of Organization
 - Operating Agreement.
 - DBA Document.

Schedule A – (Cash on Hand and on Deposit)

Name of Financial Institution	Account in Name(s) of	Type of Account (Checking, Savings, CD, IRA)	Current Balance

Schedule B – (Marketable Securities, Unlisted Securities, Restricted/Control Stock)

Marketable/Non-Marketable	No. of Shares or Par Value Bonds, Notes, Bills	Description	Owner(s)	Market Value	Pledged Yes/No

Schedule C – (Accounts/Notes Receivable)

Description	% Ownership	Owed By	Amount of Loan	Pledged Yes/No

Schedule D – (Life Insurance Carried – Include Group)

Face Amount	Name of Company	Owner(s)	Beneficiary	Cash Surrender Value

Schedule E – (Real Estate)

Address	Owners of Record	% Owned	Market Value	Lender	Loan Balance	Monthly Payment	Maturity

Schedule F – (Notes/Loans Payable)

Lender	Current Balance	Type of Security	Interest Rate	Maturity	Monthly Payment

Personal Information

Are any assets pledged other than as described on schedules? If yes, describe.

Are you a partner or officer in any other venture which could result in individual liabilities? If yes, describe.

Are you obligated to pay alimony, child support, or separate maintenance payments? If yes, describe.

Are you a defendant in any suits or legal action? If yes, describe.

Do you have a will? If yes, name the executor?

Have you ever declared bankruptcy? If yes, describe.

The undersigned certifies that the information contained in this financial statement is true and correct and that you may consider this statement as continuing to be true and correct until a written notice of a change is given to you by the undersigned. It may be a federal crime punishable by a fine of not more than \$5,000 or imprisonment for not more than two years or both to knowingly make false statements concerning any of the above information, under provisions of Title 18, United States Code, Section 1014.

Date Signed: _____

Signature: _____

Signature (of spouse if joint): _____

AUTHORIZATION BY COMPANY PRINCIPAL OR GUARANTOR TO OBTAIN CONSUMER CREDIT REPORT

I understand that the information below may be used to obtain a consumer credit report about me. I have read the attached Fair Credit Reporting Act Notice and I authorize PARDA Federal Credit Union to obtain such a report in connection with Borrower's application or in accordance with the terms of any loan agreement.

Principal Name: _____

Social Security Number: _____ Date of Birth: _____

Residential Street Address: _____ City: _____ State: _____ Zip: _____

Borrower's Name: _____

Individual's Signature Required

AUTHORIZATION BY COMPANY PRINCIPAL OR GUARANTOR TO OBTAIN CONSUMER CREDIT REPORT

I understand that the information below may be used to obtain a consumer credit report about me. I have read the attached Fair Credit Reporting Act Notice and I authorize PARDA Federal Credit Union to obtain such a report in connection with Borrower's application or in accordance with the terms of any loan agreement.

Principal Name: _____

Social Security Number: _____ Date of Birth: _____

Residential Street Address: _____ City: _____ State: _____ Zip: _____

Borrower's Name: _____

Individual's Signature Required

AUTHORIZATION BY COMPANY PRINCIPAL OR GUARANTOR TO OBTAIN CONSUMER CREDIT REPORT

I understand that the information below may be used to obtain a consumer credit report about me. I have read the attached Fair Credit Reporting Act Notice and I authorize PARDA Federal Credit Union to obtain such a report in connection with Borrower's application or in accordance with the terms of any loan agreement.

Principal Name: _____

Social Security Number: _____ Date of Birth: _____

Residential Street Address: _____ City: _____ State: _____ Zip: _____

Borrower's Name: _____

Individual's Signature Required

FAIR CREDIT REPORTING ACT NOTICE

PARDA FEDERAL CREDIT UNION OBTAINS CONSUMER REPORTS* FROM CONSUMER REPORTING AGENCIES TO EVALUATE LOAN APPLICATIONS, TO DETERMINE ELIGIBILITY FOR ADDITIONAL FINANCIAL PRODUCTS AND SERVICES OFFERED BY PARDA FEDERAL CREDIT UNION, AND FOR OTHER LEGALLY PERMISSIBLE PURPOSES.

PARDA FEDERAL CREDIT UNION MAY SHARE INFORMATION PROVIDED IN ANY CONSUMER REPORT WITH ANY CREDIT UNION PARTICIPATING IN THE INITIAL OR SUBSEQUENT FUNDING OR CONSIDERATION OF FUNDING (EVALUATING CREDIT FOR APPROVAL) OF THIS LOAN.

PLEASE NOTE THAT CONSUMER REPORT INFORMATION DOES NOT INCLUDE INFORMATION RELATING SOLELY TO TRANSACTIONS AND EXPERIENCES BETWEEN YOU AND PARDA FEDERAL CREDIT UNION, INCLUDING INFORMATION YOU PROVIDE WITH THIS CREDIT REQUEST.

**A consumer report is any written, oral, or other communication from a consumer reporting agency which bears on an individual's creditworthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used in whole or in part for the purpose of serving as a factor in establishing the consumer's eligibility for: (a) credit or insurance to be used primarily for personal, family, or household purposes; (b) employment purposes; or (c) any other purpose authorized under section 604 of the Fair Credit Reporting Act.*