

## Loan Checklist

Please attach the following verification documents with your loan application.

### REQUIRED DOCUMENTS\*\*\*

The below documents are required when applying for a loan. Failure to provide any of these required documents could result in your loan application being delayed, incomplete or declined. If you are currently banked with TBAS, we should have some of your required documents already; however, you need to confirm this.

### ALL BUSINESSES

- Business Loan Application (Dated, Signed and Fee paid)
- Guarantor(s) - Personal Financial Statements or Recent Tax Return
- Guarantor(s)/Applicant(s) - I.D.
- Business- Entity Documents (Corporation/LLC/partnership/Sole/dba)
- Business - EIN and Business License (Current)
- Business - Minutes/Resolutions authorizing Loan.
- Business- Current year's Financials: Balance Sheet or Income Statement or Cashflow statement
- Business - Past Financials: Tax Returns (Last 2 years for existing businesses)
- Business- Bank Statements for an operating account (Last 6 months or from time of account opening for new business)

**NEW BUSINESSES (Less than 2 years):** Provide additional documentation listed below:

- Business- Comprehensive Business Plan
- Guarantor(s) Tax returns (Last 2 years)
- Business- Financial Projections (Next 3 years)

### FEE'S (If Applicable)

- Loan Application Fee: \$250
- Credit Search: \$10
- Title Search (if applicable): \$15
- Document Recording (if applicable): \$25

### LOAN CONSIDERATIONS

The underwriting considerations used in processing commercial loan applications, include but are not limited to the below list of consideration. The below list is only to assist borrowers in knowing what is looked at during the underwriting process.

- |                      |                               |
|----------------------|-------------------------------|
| 1) Business History  | 5) Business Repayment Ability |
| 2) Bank relationship | 6) Collateral Loan to Value   |
| 3) Amount of Loan    | 7) Credit history             |
| 4) Loan Purpose      | 8) Guarantors(s)              |

# Business Loan Application



## GENERAL BUSINESS INFORMATION

Borrower Name  Federal Tax ID# (EIN)

DBA Name  Web Address

Type of Organization:  Corporation  Limited Liability Company  Limited Partnership  Limited Liability Partnership  
 S Corporation  Sole Proprietorship  General Partnership  Other: \_\_\_\_\_

Date Business Established  Key Contact Name

Business Physical Address (No. P.O. Boxes) Mailing Address (if different):  
Street  Street   
   
Business Phone  Business Phone

Industry Type (mark only one):  Wholesale  Construction  Number of Employees: \_\_\_\_\_  
 Retail/Service  Manufacturing

Describe the primary nature of your business and its products or services:

## USE OF LOAN PROCEEDS (The following section relates to your credit request)

Describe the type of credit requested/proposed use of loan proceeds and how it will benefit your business

Loan Amount Requested

Type of Credit Requested  Secured Term Loan  Line of Credit   
 Unsecured Loan  Interest-only  Refinance existing debt

**COLLATERAL (If collateral is offered, complete the following section)**

Please provide a detailed description of all collateral items that are to be pledged as security for the loan request below:

Description	Year Acquired	Estimated Market Value	Existing Lien Amount	Existing Lien Holder

**FOR DEBT REFINANCE (If the request is to refinance existing debt, complete the following section)**

Please provide detailed information of existing debt to be refinanced with loan proceeds from this loan below:

Creditor Name	Outstanding Balance	Monthly Payment	Interest Rate	Loan Maturity (Month/Year)

**CONFLICT OF INTEREST (Please provide a detailed written explanation for each affirmative response - Explanations must be attached on a separate sheet)**

Is the borrower or a principal of the borrower immediately related to any or an employee of any of the following?

- A. Lending organization or its affiliates?  Yes  No
- B. U.S. Small Business Administration  Yes  No
- C. Small Business Administration Associates, Community Organizations or Programs?  Yes  No
- D. Member of the United States military with a rank of Major, Lieutenant Commander, or higher?  Yes  No
- E. Federal employee with a GS-13 clearance level or higher?  Yes  No
- F. Federal Senate or House of Representatives?  Yes  No
- G. Appointed officials of: Federal Judiciary, Senate, or House of Representatives?  Yes  No

**GENERAL PRINCIPAL INFORMATION** (Complete for each principal owner, Managing Member, or other official with 20% or more ownership in Applicant/Borrower)

**Principal #1**

First Name  M.I.  Last Name

SSN  Date of Birth  Title  Ownership %

Residence Physical Address (No. P.O. Boxes)

Residence Phone  Mobile Phone  Email Address

- Are you a United States Citizen or U.S. National?  Yes  No
- Are you a Resident or Non-Resident Alien?  Yes  No
- Are you a veteran of the United States Armed Forces?  Yes  No
- Have you ever declared bankruptcy?  Yes  No
- Are you currently involved in any lawsuits/litigations?  Yes  No
- Are you past due on any tax obligations?  Yes  No
- Have you ever defaulted on any Federally assisted loan?  Yes  No

**Principal #2**

First Name  M.I.  Last Name

SSN  Date of Birth  Title  Ownership %

Residence Physical Address (No. P.O. Boxes)

Residence Phone  Mobile Phone  Email Address

- Are you a United States Citizen or U.S. National?  Yes  No
- Are you a Resident or Non-Resident Alien?  Yes  No
- Are you a veteran of the United States Armed Forces?  Yes  No
- Have you ever declared bankruptcy?  Yes  No
- Are you currently involved in any lawsuits/litigations?  Yes  No
- Are you past due on any tax obligations?  Yes  No
- Have you ever defaulted on any Federally assisted loan?  Yes  No

**Principal #3**

First Name

M.I.

Last Name

SSN

Date of Birth

Title

Ownership %

Residence Physical  
Address (No. P.O. Boxes)

Residence Phone

Mobile Phone

Email Address

Are you a United States Citizen or U.S. National?

 Yes No

Are you a Resident or Non-Resident Alien?

 Yes No

Are you a veteran of the United States Armed Forces?

 Yes No

Have you ever declared bankruptcy?

 Yes No

Are you currently involved in any lawsuits/litigations?

 Yes No

Are you past due on any tax obligations?

 Yes No

Have you ever defaulted on any Federally assisted loan?

 Yes No

## AUTHORIZED SIGNATURES AND CERTIFICATION

Each person signing below certifies that such person is at least eighteen (18) years of age, and is an owner, shareholder, officer, director, member, manager, or partner of the Borrower with the Authority to bind the Borrower to the terms of any promissory notes or other similar instruments. Each such person authorizes the Lender to obtain business and consumer credit bureau reports and to exchange information about such person and the Borrower in connection with extensions of credit, increases, the review and collection of the Borrower's credit line. Lender will provide the name and address of each credit bureau from which Lender obtained credit reports if any of the persons signing below asks for such information in writing.

Each person signing below certifies that all loan proceeds will be used only for business related purposes. Loan amounts may be adjusted on a case-to- case basis as determined by credit union policies and procedures.

Each person signing below certifies that the statements contained in this application are true and accurate as of the date of application. These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. Each such person understands that FALSE statements, including over valuation of a security, may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General, which may result in fines up to \$10,000 and/or imprisonment for not more than five years under 18 USC1001; if submitted to a Federally insured institution, under 18 USC 1014 by imprisonment of not more than twenty years and/or a fine of not more than \$1,000,000.

**Signature of Principal #1**

**Printed Name**

**Date**

**Signature of Principal #2**

**Printed Name**

**Date**

**Signature of Principal #3**

**Printed Name**

**Date**

<sup>1</sup>Borrower – Name of the proprietor for Sole Proprietorships, or the name of the entity for Partnerships, Limited Liability Companies and Corporations

<sup>2</sup>The Small Business Administration can provide financial assistance to businesses that are at least 51% owned and controlled by persons who are not citizens of the United State provided the persons are lawfully in the United States.

The processing procedures and the terms and conditions will vary, depending upon the status of the owners as assigned by the United States Citizenship and Immigration Services (USCIS)

<sup>3</sup>Please provide a written statement including the name of the military branch in which service was provided, the dates of service and the disposition of discharge, if applicable

<sup>4</sup>Please provide a detailed written explanation for each affirmative response. (Explanations must be attached on a separate sheet)