# **Business Loan Application**



## 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)

#### **FEES (If Applicable)**

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

#### **LOAN CONSIDERATIONS**

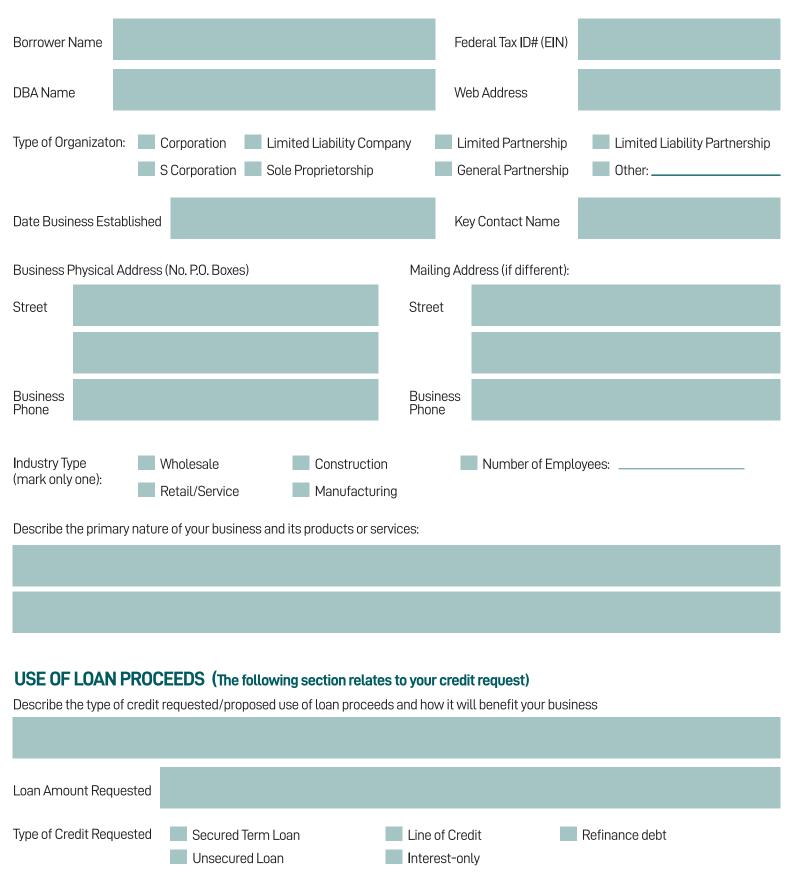
The underwriting considerations used in processing commercial loan applications, include but are not limited to the below list of consideration. The below list is only to assist borrowers in knowing what is looked at during the underwriting process.

- 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**





#### **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

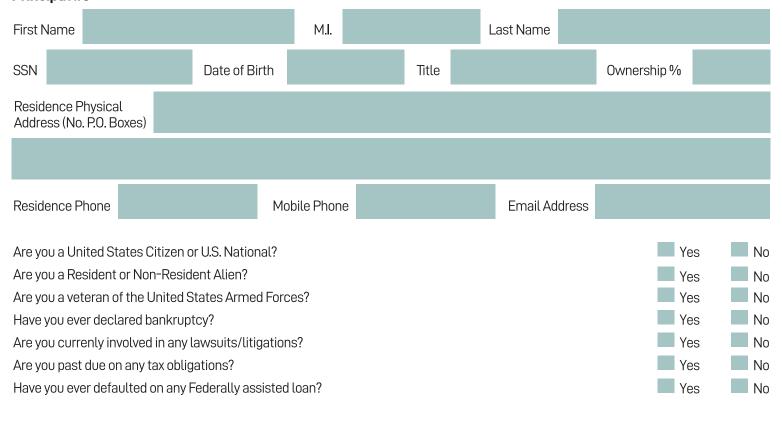


# **GENERAL PRINCIPAL INFORMATION** (Complete for each principal owner, Managing Member, or other official with 20% or more ownership in Applicant/Borrower)

Princi	pal #1					_			
First N	ame		M.I.			Last Name			
SSN		Date of Birth		Title				Ownership %	
	ence Physical ss (No. P.O. Boxes)								
Reside	ence Phone		Mobile Phone			Email Addr	ess		
Are you Are you Are you Are you Are you Are you Have y	u a Resident or No u a veteran of the rou ever declared b u currenly involved u past due on any	d in any lawsuits/litigat	orces? ions?					Yes Yes Yes Yes Yes Yes Yes Yes	No No No No No No No No
First N			M.I.			Last Name			
SSN		Date of Birth		Title				Ownership %	
Residence Physical Address (No. P.O. Boxes)									
Reside	ence Phone		Mobile Phone			Email Addr	ess		
Are you Are you Are you Are you	Are you a United States Citizen or U.S. National?  Are you a Resident or Non-Resident Alien?  Are you a veteran of the United States Armed Forces?  Have you ever declared bankruptcy?  Are you currenly involved in any lawsuits/litigations?  Are you past due on any tax obligations?  Have you ever defaulted on any Federally assisted loan?  Yes No  No								



### Principal #3





### **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 USC 1001; 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

Please Note – This loan application is designed to assist in gathering essential loan information. Any information item left blank will necessitate follow-up by the Lender and will delay loan processing. If there are any questions regarding the information requested in this application, please contact your loan officer.

 $<sup>1 \\</sup> Borrower - Name of the proprietor for Sole Proprietorships, or the name of the entity for Partnerships, \\ Limited Liability Companies and Corporations \\ A companies and Corporations \\ A companies \\ A compan$ 

<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 States 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)