
BUSINESS LOAN APPLICATION

Thank you for considering your Credit Union for your business borrowing needs. Your Credit Union will be utilizing the services of Cooperative Business Services, LLC ("CBS") to process, underwrite, and service your member business loan. In order for your Credit Union to provide a timely response to your business loan request, please complete the attached forms and return them directly to CBS or your Credit Union.

- COMPANY INFORMATION** form
 - MANAGEMENT/OWNER BIOGRAPHICAL BACKGROUND** form for each owner of the company
 - PERSONAL FINANCIAL STATEMENT** for each owner of the company
 - PERSONAL BUDGET ANALYSIS** for each owner of the company
 - BUSINESS DESCRIPTION** form
 - SCHEDULE OF BUSINESS DEBT** form
 - BUSINESS LOAN APPLICATION ACKNOWLEDGEMENT and AGREEMENT** form
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In addition to the above application forms, please provide the following information:

- Personal income tax returns for the last three years for each owner of the company
 - Business income tax returns for the last three years if organized as a corporation or partnership
 - Business financial statements for the last three years, if available
 - Most recent interim financial statements
 - Projections for the next two fiscal years
 - _____
-

Please contact CBS at [1-888-697-9555](tel:1-888-697-9555) if you have any questions regarding requested information.



COMPANY INFORMATION

Business Name _____	E-mail Address _____
Address _____	County _____
City/State/Zip _____	Mobile Phone # _____
Business Industry _____	Telephone _____
Key Contact _____	Fax _____
Tax ID Number _____	Date Established <u>May 9, 2008</u>

Please Provide the following information:

Number of Employees at Present Time _____	After this Loan _____
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USE OF PROCEEDS

Real Estate Acquisition	_____
Real Estate Improvements	_____
Real Estate Refinance	_____
Machinery & Equipment Acquisition	_____
Business Acquisition	_____
Working Capital / Cash Out	_____
Debt Refinance (other than Real Estate)	_____
Total Financing Required	_____
Less Borrower's Down Payment	_____
Less Seller Carry Back	_____
Total Loan Request	_____

OWNERSHIP & MANAGEMENT

Please provide a listing of Owners, Officer Titles, and Ownership Percentages at time of loan closing.

	OFFICER TITLE	PRINCIPAL	OWNERSHIP %
1)	_____	_____	%
2)	_____	_____	%
3)	_____	_____	%
4)	_____	_____	%

If you are applying for an SBA loan, and there have been any ownership changes in the last six months, please provide the following details:

Name _____	Current Ownership _____ %	Previous Ownership _____ %
Name _____	Current Ownership _____ %	Previous Ownership _____ %
Name _____	Current Ownership _____ %	Previous Ownership _____ %

If this person or persons owned 20% or more of the company within the last six months, they may be required to provide a guaranty and further information regarding their financial condition.



COMPANY INFORMATION (CONT.)

AFFILIATE BUSINESS

List below all business concerns in which the applicant or any of the individuals listed in the ownership section above have any ownership.

Table with 3 columns: Company Name, Owner, % of Ownership. Includes three rows of blank lines for data entry.

NAME VERIFICATION

You will be executing legal documents for your loan request. Please TYPE or PRINT your company's legal name and your legal name as it should appear on all documents.

COMPANY NAME: _____

STRUCTURE: [] Corporation [] Partnership [] Sole Proprietor [] LLC

INDIVIDUALS:

Table for individual names with 3 columns: (First Name), (Middle Name/Initial), (Last Name). Includes five rows of blank lines for data entry.

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

By: _____

Date: _____



COLLATERAL DETAIL:

Collateral Being Pledged For This Loan: _____

Lien Position Availability on Collateral Pledge: _____

**COMPANY INFORMATION
(CONT.)**

**BUSINESS SERVICES &
REFERENCES**

Name of Your Company's CPA/Bookkeeper

Name of Firm _____ Phone _____
Address _____
Street _____ City _____ State _____ Zip _____

Name of Your Company's Attorney

Name of Firm _____ Phone _____
Address _____
Street _____ City _____ State _____ Zip _____

**Name of Your Company's Commercial Real
Estate or Business Broker**

Name of Firm _____ Phone _____
Address _____
Street _____ City _____ State _____ Zip _____

**Name of Your Insurance Company and Key
Contact**

Name of Firm _____ Phone _____
Address _____
Street _____ City _____ State _____ Zip _____

My signature below will authorize you to contact any of the professionals listed above and to obtain any information necessary to effectively process my loan request.

By: _____

Date: _____



MANAGEMENT/OWNER
BIOGRAPHICAL BACKGROUND

(To be completed in full by each officer, director, key employee, or owner of 20% or more of the company; if an item is not applicable, please indicate so)
PERSONAL INFORMATION (The spouse is asked to complete separately if owner of 20% or more of borrowing entity)

Name First Middle Maiden Last SS#

Place of Birth Date of Birth E-mail Address

Marital Status Spouse's Name First Middle Last SS#

U.S. Citizen Yes No If no, give Alien Registration Number

Current Home Address Street City State Zip

Current Home Phone Current Bus. Phone Here From

Immediate Past Home Street City State Zip

Dates There From Month Year Until Month Year

EMPLOYMENT HISTORY (List chronologically, beginning with current employment)

Company Name Type of Business

Address Street City State Zip

Positions/Duties

Dates There From Month Year Until Month Year

Company Name Type of Business

Address Street City State Zip

Positions/Duties

Dates There From Month Year Until Month Year

EDUCATION HISTORY

Name of Institution City,State Degree/Certificate Year

High School

College/University

Technical School

Graduate School



**MANAGEMENT/OWNER
BIOGRAPHICAL BACKGROUND
(CONT.)**

Please provide the following information:

MILITARY SERVICE (List branch and years served - rank achieved and any special training, commendations or awards)

Yes Have you or your business or any business with which you have been associated ever been in bankruptcy or insolvency proceedings? If so, please provide details.

No _____

Yes Are you or your business involved in any pending lawsuits? If so, please provide details.

No _____

Yes Are you or your business presently under indictment, or on parole or probation? If so, please provide details.

No _____

Yes Have you ever been charged with or arrested for any criminal offense other than a minor vehicle violation? If so, please provide details.

No _____

Yes Have you ever been convicted of any criminal offense other than a minor vehicle violation? If so, please provide details.

No _____

If you are applying for an SBA loan, please answer the following questions:

Yes Do you presently have an SBA loan? If so, who is the lender? Are your payments current?

No _____

Yes Are you more than 60 days delinquent under the terms of (a) administrative order, (b) court order, or (c) repayment agreement that requires payment of child support? If so, please provide details.

No _____

I declare under penalty of perjury that these statements are true and correct.

By: _____

Date: _____

PERSONAL FINANCIAL STATEMENT

As of _____ 20 _____

Complete this form for: (1) each proprietor, or (2) each limited partner and each general partner, or (3) each stockholder and each corporate officer and director, or (4) any other person or entity providing a guaranty on the loan.

Name:	Business Phone
Residence Address:	Residence Phone
City, State, & Zip Code:	E-Mail Address

Business Name of Applicant/Borrower: _____

*Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.

ASSETS	(Omit cents)	LIABILITIES	(Omit cents)
Cash on Hand & in Banks		Accounts Payable	
Savings Accounts		Notes Payable to Banks and Others	
IRA or Other Retirement Accounts		(Describe in Section 2)	
Accounts & Notes Receivable		Installment Account (Auto)	
Life Insurance-Cash Surrender Value Only		Monthly Payments	
(Complete Section 8)		Installment Account (Other)	
Stocks and Bonds		Monthly Payments	
(Describe in Section 3)		Loan on Life Insurance	
Real Estate		Mortgages on Real Estate	
(Describe in Section 4)		(Describe in Section 4)	
Automobile-Present Value		Unpaid Taxes	
Other Personal Property		(Describe in Section 6)	
(Describe in Section 5)		Other Liabilities	
Other Assets		(Describe in Section 7)	
(Describe in Section 5)		Total Liabilities	
		Net Worth	
Total		Total	

Section 1. Sources of Income		Contingent Liabilities	
Salary		As Endorser or Co-Maker	
Net Investment Income		Legal Claims & Judgements	
Real Estate Income		Provision for Federal Income Tax	
Other Income (Describe below)*		Other Special Debt	

Description of Other Income in Section 1.

Section 2. Notes Payable to Bank and Others (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed)

Name and Address of Note Holder(s)	Original Balance	Current Balance	Frequency (monthly, etc.)	How Secured or Endorsed Type of Collateral

Section 3. Stocks and Bonds. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

Number of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value

Section 4. Real Estate Owned. (List each parcel separately. Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

	Property A	Property B	Property C
Type of Property			
Address of Property			
Name of Property Owner			
Date Purchased			
Original Cost			
Present Market Value			
Name of Lender			
Loan Number			
Loan Balance			
Amount of Payment per Month			

Section 5. Other Personal Property and Other Assets. (Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment, and if delinquent, describe delinquency.)

Section 6. Unpaid Taxes. (Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches.)

Section 7. Other Liabilities. (Describe in detail.)

Section 8. Insurance Held. (Give face amount and cash surrender value of policies - name of insurance and beneficiaries.)

I authorize the lender to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I also authorize the lender to pull a personal credit bureau report. I certify the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. I understand FALSE statements on an SBA loan application may result in forfeiture of benefits, a fine up to \$10,000, or imprisonment for not more than five years, or both, under 18 U.S.C. 1001. FALSE statements on a conventional loan application may result in fines and imprisonment under relevant Federal and State laws.

By: _____ Date: _____ Social Security Number: _____

By: _____ Date: _____ Social Security Number: _____



PERSONAL BUDGET ANALYSIS

Name _____

Name _____

INCOME

MONTHLY

Salary (Gross) _____

Spousal Salary (Gross) _____
*required only if spouse has ownership in the business otherwise, please leave blank

Rental Income _____

Interest Income _____

Other _____

Other _____

TOTAL MONTHLY INCOME _____

EXPENSES

MONTHLY

Mortgage Payment/Rent _____

Real Estate Taxes _____

Auto Loan(s) _____

Installment Payments _____

Credit Lines/Cards _____

Utilities & Telephone _____

Insurance _____

Food _____

Clothing _____

Child Care _____

Contingent Liabilities _____

Federal Income Taxes _____

State Income Taxes _____

Other _____

Other _____

TOTAL MONTHLY EXPENSES _____

I/We hereby certify that the above information is valid and correct to the best of my/our knowledge.

By: _____

Date: _____

By: _____

Date: _____



BUSINESS DESCRIPTION

Briefly describe your business:

Who are the top three customers of your business?

**Do any of these customers make up more than 25% of your sales? If yes, who?
How long has your business had a relationship with the customer(s)?**

Who are your major competitors?

How do you differentiate your business from your competitors?

Who are your key employees (name and position) - and how long have they worked for your business?

If applicable, detail the reason for any of the negative trends in your company's financial performance over the last three years.

Sales:

Costs of Goods Sold:

General & Administrative Expenses:

Tell us about the succession plan of your company:



Schedule of Business Debt

List Below All Business Fixed Debt, Lines of Credit, Shareholder's Notes and Capital Leases

Application Name _____

As of Month Ending _____

Creditor	Original Date	Original Balance	Present Balance	Interest Rate	Maturity Date	Monthly Payment	Collateral	Current or Delinquent
				%				
				%				
				%				
				%				
				%				
				%				
				%				
				%				
				%				
				%				
Total								

I declare under penalty of perjury that these statements are true and correct.

By: _____

Date: _____



BUSINESS LOAN APPLICATION ACKNOWLEDGEMENT AND AGREEMENT

By signing below, the loan applicant and each of the undersigned (“Loan Applicants”), specifically represent to the Credit Union (“Lender”) and the Lender's actual and potential agents, brokers, processors and underwriters, attorneys, insurers, servicers, successors and assigns (collectively “Lender and Lender's Agents”) and agree and acknowledge that: (1) the information provided on all accompanying forms, financial statements, and schedules (“Loan Application”) for the purpose of obtaining credit is true, accurate, and complete as of the date set forth opposite the Loan Applicants' signatures; (2) the representations made in the Loan Application will be continuously relied upon by the Lender and the Lender's Agents in evaluating the Loan Application and, if approved, in extending credit and that the Loan Applicants acknowledge that they have the obligation to amend and supplement the information provided in the Loan Application if any material facts should change prior to closing any loan; (3) Lender and Lender's Agents have not made any commitment to approve the Loan Application and extend credit, unless otherwise agreed to in writing; (4) Lender and Lender's Agents are authorized to conduct any inquiries they decide are necessary to verify the accuracy of the information contained in the Loan Application, and that Lender and/or Lender's processors and underwriters and servicers, successors and assigns are authorized to obtain credit reports from credit reporting agencies on the Loan Applicants; (5) Lender and/or Lender's servicers, successors and assigns are authorized to answer any questions from others about Lender's credit experience with the Loan Applicants; (6) Lender and/or Lender's servicers, successors and assigns are authorized to retain the Loan Application, whether or not Lender approves any extension of credit; (7) if credit is extended, Lender and/or Lender's servicers, successors and assigns are authorized to obtain credit information regarding the Loan Applicants from time to time during any time that the loan has an outstanding balance; (8) Lender and Lender's Agents shall not be liable for any claim arising from the use of information provided to the Loan Applicants or for providing such information to others; (9) intentional or negligent misrepresentation of the information contained in the Loan Application may result in civil liability, including monetary damages, to any person who may suffer a loss due to reliance upon any misrepresentation and/or criminal penalties including, but not limited to, fine or imprisonment or both under provisions of Title 18, United States Code, Section 1001, et seq.

NOTICE

Cooperative Business Services, LLC (“CBS”) complies with Section 326 of the Patriot Act, which requires CBS to obtain, verify, and record information that identifies each applicant for financing. CBS complies with the FACTAct, and other similar laws, which allow each applicant to opt out of information sharing for marketing purposes. CBS also complies with the Equal Credit Opportunity Act (“ECOA”), which prohibits creditors from discriminating against credit applicants on basis of race, color, religion, national origin, sex, marital status, age, receipt of public assistance, or exercise of legal rights, including the good faith exercise of any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning this creditor is:

**NATIONAL CREDIT UNION ADMINISTRATION REGIONAL DIRECTOR, REGION III,
Suite1600, 7000 Central Parkway, Atlanta, Georgia 30328**

Borrower's Name	Date:	Individually	Date:
Title		Individually	Date: