

Bank Loan Application Form and Checklist

Primary Officer: _____ Prepared By: _____

Date Prepared: _____

Loan Request

Borrower: _____

Business Information: Form: _____

Date of Organization

Type: _____

Management: _____

Ownership: _____

Guarantors: (Typically the owner of the business) _____

Request: _____

Purpose: _____

Terms:

Type	Amount	Rate/Fees	Term	Repayment

Source of Repayment Primary: _____

Secondary _____

Collateral Description: _____

Collateral Valuation:

Type	Appraised Value	% of ADV	Debt	Avail. Equity	LTV
Accounts Receivable		75% (0-90 days)			
Inventory		30%			
Equipment		75%			
Marketable Securities		70%			
Commercial and Residential Property		75%			
Vacant Land		30-50%			

Flood Hazard: _____

Environmental Concerns: _____

Borrower's Debt:

Type	Open	High	Bal.	# of REN	Rate	Terms	SEC	LTV

Borrower's Payment History: _____

Line of Credit Usage:

Low Balance: _____ # of Days at Zero: _____

Other Debts: _____

Depository Relationship:

Name	Acct #	Type	Opened	Balance	Avg. Col. Bal.	Rate

Average Cost of Funds: _____

Trust Relationship: _____

Background Information: _____

**Financial
Statement:**

Last 3 years of business financial statements and/or tax returns

Last 3 years of owner's personal tax return

Current personal financial statement

BUSINESS LOAN APPLICATION

_____ New Relationship
_____ Existing Relationship

Date: _____
Branch: _____
Officer: _____

BUSINESS INFORMATION

Business Name

Address

Telephone ()

Tax I.D.

Individual Name(s)

Address

Telephone ()

Social Security #

Date of Birth:

Proprietorship _____ Partnership _____ Sub-Chapter S _____ Corporation _____
Non-Profit _____ Individual _____ LLC _____

Ownership Distribution: (List stockholders,
partners, owner names)

Note: Attach separate sheet if additional
space needed.

Name	Title	# of Years	%	SS#
Name	Title	# of Years	%	SS#
Name	Title	# of Years	%	SS#

Nature of Business

Year Established

Number of Employees

Years at Present Location [] Own [] Lease

Accountant

Telephone ()

Insurance Agent

Telephone ()

Attorney

Telephone ()

FINANCIAL INFORMATION

Bank of Account

Account Number

Credit Relationships: Please provide details of your business credit relationships below:

Name of Creditor	Purpose of Loan	Original Loan Amount	Amount Presently Owing	Repayment Terms	Maturity Date
		\$	\$		
		\$	\$		
		\$	\$		

LOAN REQUEST

Amount of Loan Requested _____

Type of loan

☐ Line of Credit☐ Term Loan

Requested Term of Loan _____

☐ Business Home Equity☐ Commercial Real Estate

Specific Loan Purpose (Check all that apply)

☐ Working Capital☐ Other type of loan required and purpose _____☐ Finance Purchase of Inventory _____☐ Finance Purchase of Equipment _____☐ Finance Purchase of Real Estate _____☐ Finance Purchase of Business _____☐ Refinance Existing Loan or Debts _____

Collateral Available* (Check all that apply)

☐ All Assets (accounts receivable, inventory, machinery and equipment)☐ Specific Equipment (Please attach equipment list, including serial numbers or description of equipment, and invoices for new equipment.)☐ Real Estate (Please attach property address, legal description and a copy of most recent tax bill).

Square Feet _____ Acres _____

☐ Cash on Deposit at (name of bank) Branch _____ Account # _____☐ Personal Assets (As described in Personal Financial Statement.)

* Collateral: Loans are secured by collateral, which is property in which a security interest is granted to secure repayment of the loan. The loan collateral may include business assets, stocks, bonds, certificates of deposits, or personal assets. Consider (1) the value of the loan collateral must be equal to or greater than the amount of the loan, (2) expected economic life of collateral will be considered by the Bank in evaluating the collateral offered for the loan, (3) formal collateral appraisals may be required, and (4) a pledge of personal assets may be required as additional collateral for the business loan requested.

☐ Guarantors** (Please list)

Name _____ Social Security # _____

Address _____

Name _____ Social Security # _____

Address _____

Name _____ Social Security # _____

Address _____

**** Guarantors: For incorporated borrowers, guarantees of owner(s) is usually required, unless secured by Bank deposits or marketable collateral. If personal assets are in joint names, a sole proprietorship, and/or partnership, the Bank may require all parties to pledge collateral.**

BUSINESS BACKGROUND INFORMATION

Please provide a brief history of your business, future plans and projections, and describe your products and/or services and competition.

PERSONAL BUSINESS EXPERIENCE

If you have been in your present business for under five years, please describe your previous business experience. (Include business background, management experience, and training, or include a resume.)

MISCELLANEOUS INFORMATION

Are tax liabilities current? ☐ Yes ☐ No Settled through _____

Is the business an endorser, guarantor, or co-maker for any obligation not listed in the financial statements? ☐ Yes ☐ No

If yes, what is the contingent liability? _____

Has the business or principal owner ever declared bankruptcy? ☐ Yes ☐ No

If yes, provide details on a separate sheet.

Is the business a defendant in any lawsuit? ☐ Yes ☐ No

If yes, provide details on a separate sheet.

Are any of the business assets encumbered by liens or attachments of any type? ☐ Yes ☐ No

<u>What</u>	<u>By whom</u>	<u>Amount \$</u>
<u>What</u>	<u>By whom</u>	<u>Amount \$</u>
<u>What</u>	<u>By whom</u>	<u>Amount \$</u>

Does the business have a pension fund? ☐ Yes ☐ No

profit-sharing plan? ☐ Yes ☐ No

If so, does the plan have any unfunded pension liabilities? ☐ Yes ☐ No Amount \$ _____

CERTIFICATION

The undersigned certifies that, to the best of his or her knowledge and belief, all information contained in this loan application and in the accompanying statements and documents is true, complete, and correct. The undersigned agrees to notify the Bank immediately of any material changes in this information. It is further agreed that, whether or not the loan herein applied for is approved, the undersigned will pay or reimburse the bank for the costs, if any, of surveys, title or mortgage examinations, appraisals, etc., performed by non-Bank personnel with the consent of the applicant. The undersigned authorizes the Bank to contact any bank and trade creditors it deems necessary without further notice, including, but not limited to, Dunn & Bradstreet reports or information from TRW Credit Data.

**Business Name
(print):** _____

Applicant Signature: _____ **Date:** _____

Applicant Title: _____

**Guarantor(s)
Signature:** _____ **Date:** _____

**Guarantor(s)
Signature:** _____ **Date:** _____

BUSINESS LOAN APPLICATION CHECKLIST

Please be sure all of the following documentation has been included in order for your business loan application to be processed.

- ☐ Business Loan Application
- ☐ Accountant-Prepared Business Financial Statements (Profit and Loss, Balance Sheet)
for the past three fiscal years
- ☐ Business Federal Tax Returns for past three fiscal years
- ☐ Interim Financial Statements (if available)
- ☐ Most Recent Federal Tax Returns for each principal owner listed in the first section of
the Business Loan Application
- ☐ Personal Financial Statement
- ☐ Organizational Papers (Articles, d/b/a papers, etc.)
- ☐ OTHER: _____