

## General Information

- Legal Name of Borrower: \_\_\_\_\_
- Name of Business (if different): \_\_\_\_\_
- Street Address: \_\_\_\_\_
- City: \_\_\_\_\_ County: \_\_\_\_\_
- State: \_\_\_\_\_ Zip: \_\_\_\_\_
- Business Telephone Number: (\_\_\_\_) \_\_\_\_\_
- E-mail Address: \_\_\_\_\_ Web Address: \_\_\_\_\_
- If the company is moving as a result of this loan request, please give the address where the business will be located.
  
- Tax ID Number: \_\_\_\_\_
- Form of Entity: C-Corp \_\_\_\_\_ S-Corp \_\_\_\_\_ LLC/LLP \_\_\_\_\_  
Partnership \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_
  - If a corporation, please provide Articles of Incorporation and Bylaws.
  - If a partnership, please provide a Partnership Agreement.
  - If your company is a franchise, please include a copy of the Franchise Agreement and the Franchisor's FTC Disclosure Statement.
  - If a LLC/LLP, please provide the Articles of Organization and an Operating Agreement
- Number of Employees of Borrower  
At time of application \_\_\_\_\_  
If the loan is approved \_\_\_\_\_
- Number of Employees at Subsidiaries or Affiliates, excluding borrower\* \_\_\_\_\_

\*A subsidiary or affiliate is considered a business concern in which your company or the company's owners, principals, or managers have 20 percent or more ownership or have the ability to control through management decisions.

**Management/Ownership**  
(Use additional sheets if necessary)

**A. Owners/Stockholders/Officers – Applicant**

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

For each individual listed in A. above, please provide the following:

- Personal financial statement less than 60 days old. (Refer to Attachment 1)
- Personal resumes to include information on educational, employment, and business experience.

**B. Owners/Stockholders/Officers – Affiliates and Subsidiaries**

For each individual listed above, please list other businesses, including real estate partnerships, in which he or she has 20 percent or more ownership, or has the ability to control through management decisions.

Name of Affiliate: \_\_\_\_\_

<u>Name</u>	<u>Title</u>	<u>% Ownership</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
		<b><u>100%</u></b>

- Please provide a year-end balance sheet and income statement for the previous three years for all subsidiaries and affiliates, completed according to Generally Accepted Accounting Principals.(GAAP)
- Do you buy from, sell to, or use the services of any concern in which someone in your company has a significant financial interest? Yes \_\_\_ No \_\_\_ If yes, please provide details on a separate sheet, including the product or service sold and on what terms.

## **History and Nature of Your Business**

(Use additional sheets if necessary)

If you have a current business plan addressing these questions, you may submit it in place of answering the questions.

1. What date was your company established (and by whom) and when did the present owners gain control?
2. What products or services do you sell?
3. What is your geographic market area?
4. Who are your competitors? How are you different?
5. How do you market your product or service (i.e., type of advertising, direct mail, outside salesperson etc.)?
6. What trends are currently affecting your industry?
7. What are the expected benefits of this loan (i.e., increase revenues, add new products or services, improve efficiency, etc.)?

## Use of Proceeds

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 SBA Loan	_____
Pay-off Bank Loan (Non-SBA Associated)	_____
Pay-off Other Debt (Non-SBA Associated)	_____
Other: Please Specify	_____
<b>Less: Amount of Owner's Equity Injection</b>	<b>( _____ )</b>

Total Loan Requested \$ \_\_\_\_\_

- If the project involves construction, please include:
  - An exhibit showing the estimated cost of the project.
  - Preliminary plans and specifications. Final plans would be needed before disbursement.
  - A signed construction contract.
  
- If the project involves machinery/equipment purchases, please provide a depreciation schedule of existing equipment owned.
  
- If acquiring real estate or a business, please give the source and amount of each owner's equity injection. For start-up businesses, the owners' contribution should typically be at least 25 percent of the total project cost.
  
- If all or part of the loan proceeds will be used to refinance debt, please provide a transcript of the payment history on the debt to be refinanced.

## Financial Information

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. (GAAP)
- ❑ 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 principles.
- ❑ A schedule of indebtedness **as of the same date as the most recent balance sheet submitted.**
- ❑ Aging of Accounts Receivable and Accounts Payable **as of the same date as the most recent balance sheet submitted.**
- ❑ Projections for at least the next 24 months. **Please include detailed assumptions.**

## Other Information

- ❑ Is (will) the company's operating facility (be) owned by the borrower or leased from a third party (including principals of the borrower)?  
Owned \_\_\_\_\_ Leased \_\_\_\_\_
  - If owned, please provide the following:
    - A. A copy of the legal description.
    - B. The percentage of the facility, if any, being leased to outside entities. \_\_\_\_\_ %
    - C. A completed environmental questionnaire.
  - If leased, please provide the following:
    - A. A copy of the legal description.
    - B. A copy of the current lease. If real estate is offered as collateral, the term of the lease, plus options to renew, must equal or exceed the term of the loan.

Please provide any other information you believe would be helpful to the credit union when making a decision on your loan request.

**Please answer the following questions and provide the appropriate information if applicable.**

1. Do you, your spouse, any member of your household, or anyone who owns, manages, or directs your business, their spouses, or members of their households work for the Small Business Administration, Small Business Advisory Council, SCORE, ACE, any federal agency, ***YOUR CREDIT UNION?***  
Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, please provide details on a separate sheet.
2. Is your company involved in gambling, real estate investment, pyramid sales, any illegal activity, or a nonprofit organization? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please provide details on a separate sheet.
3. Have you or any officers of your company ever been involved in bankruptcy or insolvency proceedings? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please provide details on a separate sheet.
4. Are you or your business involved in any pending lawsuits? Yes \_\_\_\_\_  
No \_\_\_\_\_ If yes, please provide details on a separate sheet.
5. Does your business presently engage in exporting? Yes \_\_\_\_\_ No \_\_\_\_\_
6. Do you plan to export in the future? Yes \_\_\_\_\_ No \_\_\_\_\_