



**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.

In addition to the attached 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

**COMPANY INFORMATION**

Business Name _____	Key Contact _____
Borrowing Entity* _____	E-Mail Address _____
Address _____	Mobile Phone # _____
City / State / Zip _____	Bus. Telephone # _____
County _____	Bus. Fax # _____
Business Industry _____	Date Established _____
Tax ID Number _____	Website: _____
Number of Employees at Present Time _____	After this Loan _____

\*Please TYPE or PRINT the borrowing entity's **legal name** as it should appear on all documents.

**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)	_____
<b>Total Financing Required</b>	_____
Less Borrower's Down Payment	_____
Less Seller Carry Back	_____
<b>Total Loan Request</b>	_____
If a refinance, is there a prepayment penalty?	<input type="checkbox"/> Yes _____
	<input type="checkbox"/> No _____



**OWNERSHIP & MANAGEMENT**

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

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

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

**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.

Check if Affiliate Info is Attached

Company Name	Owner	% of Ownership
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %

**BUSINESS REFERENCES**

Name of Your Insurance Company and Key Contact \_\_\_\_\_ Phone \_\_\_\_\_

Name of Firm \_\_\_\_\_ E-Mail \_\_\_\_\_

**COLLATERAL**

**COLLATERAL DETAIL:**

Collateral Being Pledged For This Loan: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Cooperative Business Services requires that we have the 1st Lien Position on Collateral Pledge.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_





MANAGEMENT/OWNER BIOGRAPHICAL BACKGROUND (CONT.)

Please provide the following information:

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.

Are you or any business where you have ownership or contingent liability, involved in any pending lawsuits? If so, please provide details.

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

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

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

Are you current on all federal, state, and county taxes, including but not limited to payroll, sales tax, workman's compensation, etc? If not, please provide details.

Are you current on all real estate and intangible property taxes? If not, please provide details.

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

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

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.

Note: Any person holding 20% or more ownership is required to complete a separate background form

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



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## BUSINESS DESCRIPTION

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Briefly describe your business:

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Who are the top three customers of your business?

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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)?

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Who are your major competitors?

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

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Does your company have a succession plan? If so, please describe below:

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

Sales:

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Costs of Goods Sold:

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General & Administrative Expenses:

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**PERSONAL FINANCIAL  
STATEMENT**

Check Here if PFS is Attached

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:	As of (Month/Yr)
Residence Address:	Personal Phone
City, State, & Zip Code:	E-Mail Address
Business Name of Applicant/Borrower:	Business Phone

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

<b>ASSETS</b>	(Omit cents)	<b>LIABILITIES</b>	(Omit cents)
Cash on Hand & in Banks		<b>Accounts Payable</b>	
Savings Accounts		Notes Payable to Banks & 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	
<b>Total</b>		<b>Total</b>	

<b>Section 1. Sources of Income</b>	<b>Contingent Liabilities</b>
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.)	Type of Collateral /How Secured or Endorsed

**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 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Print Name: \_\_\_\_\_



Check Here if Schedule of Business Debt is Attached

**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.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_





## **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.

## **HOME MORTGAGE DISCLOSURE ACT NOTICE**

For those Loan Applicants submitting a Loan Application that includes collateral consisting of real property that is considered one (1) to four (4) family residences/dwellings, Lender will collect information in accordance with the Home Mortgage Disclosure Act ("HMDA") § 1003.5(b)(2) and (c). The HMDA data about Lender's residential mortgage lending are available online for review. The collected data shows geographic distribution of loans and Loan Application(s), ethnicity, race, sex, age and income of Loan Applicants, and information about loan approvals and denials. HMDA data for many other financial institutions are also available online at the Consumer Financial Protection Bureau's website ([www.consumerfinance.gov/hmda](http://www.consumerfinance.gov/hmda)).

## **NOTICE CONCERNING COLLECTION OF EARLY EXIT FEE**

In the event that Lender provides any loan to Loan Applicant pursuant to the Loan Application that permits for or requires collection and recovery of a prepayment penalty and/or early exit fee ("Early Exit Fee") Loan Applicant is hereby notified and acknowledges that Cooperative Business Services, LLC ("CBS") will receive and retain said Early Exit Fee, and that neither Lender or any other credit union that may be participating in the loan will receive any portion of said Early Exit Fee.

*{Signature Page Follows}*



**ADDITIONAL 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,  
Suite 1600, 7000 Central Parkway, Atlanta, Georgia 30328**

**Signatures & Dates**

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_

# ATTACHMENT A:

## DATA COLLECTION FORM DEMOGRAPHIC INFORMATION OF APPLICANT AND CO-APPLICANT

The purpose of collecting this information is to help ensure that all applicants are treated fairly and that the housing needs of communities and neighborhoods are being fulfilled. For residential mortgage lending, Federal law requires that we ask applicants for their demographic information (ethnicity, race, and sex) in order to monitor our compliance with equal credit opportunity, fair housing and home mortgage disclosure laws. You are not required to provide this information, but are encouraged to do so. You may select one or more "Hispanic or Latino" origins, and one or more designations for "Race."

The law provides that we may not discriminate on the basis of this information, or on whether you choose to provide it. However, if you choose not to provide the information and you have made this application in person, Federal regulations require us to note your ethnicity, race and sex on the basis of visual observation or surname. If you do not wish to provide some or all of this information, please check below.

### Applicant:

#### Ethnicity:

Hispanic or Latino – *Check one or more*  
Mexican  
Puerto Rican  
Cuban  
Other Hispanic or Latino – *Print origin, for example, Argentinean, Columbian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on:*

Not Hispanic or Latino

I do not wish to provide this information

#### Race: *Check one or more*

American Indian or Alaska Native – *Print name of enrolled or principal tribe:*

Asian  
Asian Indian  
Chinese  
Filipino  
Japanese  
Korean  
Vietnamese  
Other Asian – *Print race, for example, Hmong, Laotian, Thai, Pakistani, Cambodian, and so on:*

Black or African American  
Native Hawaiian or other Pacific Islander  
Native Hawaiian  
Guamanian or Chamorro  
Samoan  
Other Pacific Islander – *Print race, for example, Fijian, Tongan, and so on:*

White

I do not wish to provide this information

#### Sex:

Female  
Male

I do not wish to provide this information

### Co-Applicant:

#### Ethnicity:

Hispanic or Latino – *Check one or more*  
Mexican  
Puerto Rican  
Cuban  
Other Hispanic or Latino – *Print origin, for example, Argentinean, Columbian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on:*

Not Hispanic or Latino

I do not wish to provide this information

#### Race: *Check one or more*

American Indian or Alaska Native – *Print name of enrolled or principal tribe:*

Asian  
Asian Indian  
Chinese  
Filipino  
Japanese  
Korean  
Vietnamese  
Other Asian – *Print race, for example, Hmong, Laotian, Thai, Pakistani, Cambodian, and so on:*

Black or African American  
Native Hawaiian or other Pacific Islander  
Native Hawaiian  
Guamanian or Chamorro  
Samoan  
Other Pacific Islander – *Print race, for example, Fijian, Tongan, and so on:*

White

I do not wish to provide this information

#### Sex:

Female  
Male

I do not wish to provide this information

### To Be Completed by Financial Institution (for an application taken in person):

Was the ethnicity of the applicant collected on the basis of visual observation or surname?

Yes  
No

Was the race of the applicant collected on the basis of visual observation or surname?

Yes  
No

Was the sex of the applicant collected on the basis of visual observation or surname?

Yes  
No

Was the ethnicity of the co-applicant collected on the basis of visual observation or surname?

Yes  
No

Was the race of the co-applicant collected on the basis of visual observation or surname?

Yes  
No

Was the sex of the co-applicant collected on the basis of visual observation or surname?

Yes  
No