

# BUSINESS LOAN APPLICATION

*Confidential*

New Relationship  
 Existing Relationship

Date: \_\_\_\_\_  
 Branch: \_\_\_\_\_  
 Officer: \_\_\_\_\_

## BUSINESS INFORMATION

Business Name: \_\_\_\_\_ Employer Identification # \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Individual Name(s): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_ Cell: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_ SS#(s): \_\_\_\_\_ Date(s) of Birth \_\_\_\_\_  
 Sole Proprietorship  Partnership  Sub-Chapter S  Corporation   
 Not-for-Profit  Limited Liability Company  Individual

### Ownership Distribution:

(List stockholders, partner and owner names)

**Note: Attach a separate sheet if additional space is needed.**

Name	Title	# of Years	% Owned	SSN
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Nature of Business \_\_\_\_\_ Year Established \_\_\_\_\_ Number of Employees \_\_\_\_\_  
 Years at Present Location: \_\_\_\_\_ Number of Locations: \_\_\_\_\_  Own  Lease  
 Accountant \_\_\_\_\_ Telephone \_\_\_\_\_  
 Insurance Agent \_\_\_\_\_ Telephone \_\_\_\_\_  
 Attorney \_\_\_\_\_ Telephone \_\_\_\_\_

## BANKING INFORMATION

**Deposit Accounts:** Primary Bank Name \_\_\_\_\_ Account #(s) \_\_\_\_\_

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

Creditor's Name	Loan Purpose	Original Loan Amt.	Current Loan Bal.	Repay. Terms	Maturity Date
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

# LOAN REQUEST

Amount of Loan Request: \_\_\_\_\_ Terms Requested: \_\_\_\_\_

Loan Type:  Line of Credit  Term Loan  Business Home Equity  Commercial Real Estate  
 Other \_\_\_\_\_

**Specific Loan Purpose:** (check all that apply)

Working Capital  Finance Purchase of Real Estate  Other – state specific loan purpose  
 Finance Purchase of Inventory  Finance Purchase of Business \_\_\_\_\_  
 Finance Purchase of Equipment  Refinance Existing Loans/Debt \_\_\_\_\_

**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.)
- Cash on deposit at PVB Type of deposit: \_\_\_\_\_ Acct. # \_\_\_\_\_
- 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\*\***

Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
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.

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**PERSONAL BUSINESS EXPERIENCE**

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

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**MISCELLANEOUS INFORMATION**

Are tax liabilities current?  Yes  No Settled through (date): \_\_\_\_\_

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

What: \_\_\_\_\_ By Whom: \_\_\_\_\_ Amount \$ \_\_\_\_\_  
What: \_\_\_\_\_ By Whom: \_\_\_\_\_ Amount \$ \_\_\_\_\_  
What: \_\_\_\_\_ By Whom: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Does the business have a pension fund?  Yes  No Does the business have a profit sharing plan?  Yes  No

If so, does the plan have any unfunded pension liabilities?  Yes  No If yes, 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, information from Equifax or other credit reporting agencies..

Business Name (print): \_\_\_\_\_

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

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

Applicant's Title: \_\_\_\_\_

Guarantor's Signature \_\_\_\_\_

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

Guarantor's Signature \_\_\_\_\_

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

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 & Loss, Balance Sheet) for the past three fiscal years
- Business Federal Tax Returns for the past three fiscal years
- Interim Financial Statements, if available
- Two Years of Federal Tax Returns for each principal owner listed in the first section of the Business Loan Application
- Personal Financial Statement for each guarantor
- Organizational Papers (Articles, D/B/A papers, agreements, etc.)
- Business Borrowing Resolution
- Other \_\_\_\_\_