



Commercial Loan Application

APPLICANT/BORROWER INFORMATION – (if additional applicants, complete ADDITIONAL APPLICANT SECTION of page 7)

Applicant/Borrower Legal Name:		TIN or SSN:	
Physical Address of Applicant: (street, city, state, & ZIP)			
Mailing Address of Applicant if different from above:			
Entity Structure: ☐ Individual ☐ LLC ☐ LLP ☐ Partnership ☐ Ltd Partnership ☐ Corporation ☐ "S" Corporation ☐ Non-Profit ☐ Trust ☐ Other: _____			
Business Description:			Years Established:
Primary Contact Name:	Phone No.	Fax No.	

OWNER/GUARANTOR INFORMATION - List all owners with >20% interest and any other person/entity that will guaranty the loan

Full Name	% Ownership	Address (street, city, state, & ZIP)	Phone	TIN or SSN	DOB (mm/dd/yyyy)

LOAN REQUESTED				
Amount: \$	Length of Term:	Interest Rate: %	Payment: \$	Amortization: ☐ Fixed Rate ☐ ARM ☐ Other: _____
Insurance Provider (if known):				
What is the purpose of the loan? ☐ Purchase ☐ Refinance ☐ Acquisition ☐ Working Capital ☐ Business Equity Line ☐ Other: _____				
COLLATERAL INFORMATION – (if additional collateral is used, COMPLETE PAGE 9) (if commercial equipment list, please attach)				
General Description (if commercial equipment list, please attach):				
Year:	Make:	Model:	Mileage:	
Hours:	VIN:	Serial Number:		
PURPOSE-DETAIL – ONLY COMPLETE THE APPLICABLE SECTION BELOW (i.e., PURCHASE, REFINANCE, &/OR EQUITY-PULL)				
<u>Purchase (if not refinance &/or equity pull):</u>				
Sale Price: \$	Cash Down: \$	Considerations other than cash (additional collateral):		
Secondary Financing (if applicable): \$	Interest Rate: %	Payments: \$	Due Date:	
Projected Use				
<u>Refinance and/or Equity Pull (if not purchase):</u> ☐ Refi. ☐ Refi. & Equity Pull ☐ Equity Pull				
Date Purchased:	Original Sale Price: \$	Cash Down: \$	Improvements and/or Repairs: \$	Present Market Value: \$
Lender (existing loan): 1 st :	Address:		Account No.	Balance: \$
2 nd (if applicable):	Address:		Account No.	Balance: \$
Purpose of Refinance:			Net Proceeds to be used for (only if Equity Pull):	

DECLARATIONS:

"Parties to the Loan" is defined as all applicants, co-applicants, sponsors, guarantors and any party owning or anticipated to own more than a 20% interest in the borrowing entity.

- ☐ Y ☐ N Has the Applicant used or done business under any other name?
- ☐ Y ☐ N Are there any outstanding judgements against any "Parties to the Loan"?
- ☐ Y ☐ N Have any "Parties to the Loan" had property foreclosed upon or given title or deed in lieu thereof in the last 7 years?
- ☐ Y ☐ N Currently or in the past 7 years, have any "Parties to the Loan" been involved in any litigation or other legal claims or proceedings?
- ☐ Y ☐ N Have any "Parties to the Loan" ever been through bankruptcy or settled any debts for less than the amount owed?
- ☐ Y ☐ N Do any "Parties to the Loan" owe any past federal or state taxes? (Including income tax, payroll tax, and sales tax obligations).
- ☐ Y ☐ N Are any assets shown on the business financial statement pledged or assigned?
- ☐ Y ☐ N Are any "Parties to the Loan" contingently liable as an endorser or guarantor? (including leases)
- ☐ Y ☐ N In the past 7 years, have any "Parties to the Loan" been parties to any state or federal claim, action, or judgment?
- ☐ Y ☐ N Are any "Parties to the Loan" past due in filing any federal or state tax forms?
- ☐ Y ☐ N Are any "Parties to the Loan" presently delinquent or in default on any Federal debt or any other loan, mortgage, financial obligation, bond, loan guarantee?
- ☐ Y ☐ N Are any "Parties to the Loan" obligated to pay alimony, child support, or separate maintenance?
- ☐ Y ☐ N Is any part of the down payment borrowed?
- ☐ Y ☐ N Are all "Parties to the Loan" U.S. citizens? (if NO, please describe in the box below.)
- ☐ Y ☐ N Are any "Parties to the Loan" permanent resident aliens?

If YES to any, please describe below:

REQUIRED FINANCIAL STATEMENTS

For this application to be considered complete, the following documents need to be attached **for all "Parties to the Loan"**:

****Please submit 1 of the following:**

- ☐ **Personal Budget** (if applicant is an individual(s))
- ☐ **Income Statement** (entities only) (most recent **2** years)
- ☐ **Personal Financial Statement** (dated in the last 6 months)
- ☐ **Balance Sheet & Supporting Schedules** (entities only) (dated in the last 6 months)
- ☐ **Attached Financial Questionnaire** (pages 12-15) (if no Personal Financial Statement or Balance Sheet)

REQUIRED FINANCIAL VERIFICATION DOCUMENTS

For this application to be considered complete, the following documents need to be attached **for all "Parties to the Loan"**:

****Please submit the following (only applicable documents):**

- ☐ **Entity Organizational Documents** (articles, IRS TIN letter, and minutes)
- ☐ **Tax Returns** (most recent **2** years)
- **ASSETS:**
 - ☐ **Bank Statements** (all accounts) (most recent **3** months)
 - ☐ **Retirement Account Statements** (most recent) (individuals only)
 - ☐ **Accounts Receivable Aging Report**
 - ☐ **Brokerage Account Statements** (individuals only)
 - ☐ **Life Insurance Policy Copies** (individuals only)
 - ☐ **Equipment List & Valuation**
 - ☐ **Autos List** (include **VIN, mileage, & copies of titles**)
 - ☐ **Rent Rolls/Lease Agreements**
 - ☐ **County Appraisal District Report** (on all owned real estate)
 - ☐ **Other Current Assets** (submit appropriate verification documents)
- **LIABILITIES:**
 - ☐ **Accounts Payable Aging Report**
 - ☐ **Credit Card Statements** (most recent)
 - ☐ **Other Current Payables Support**
- **LONG TERM LIABILITIES:**
 - ☐ **Loan Statements & Histories**

EQUAL CREDIT OPPORTUNITY ACT NOTICE

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income comes from any public assistance program; or because the applicant has exercised in good faith any right under the Consumer Credit Protection Act. The Federal agency which administers compliance with this law concerning this institution is: FDIC Consumer Response Center, 1100 Walnut Street, Box #11, Kansas City, MO 64106

INDIVIDUAL OR JOINT CREDIT / GUARANTEE

I / We are applying for a loan with First Federal Bank, _{SSB}.

- ☐ I am applying for individual credit in my own name, and I am relying on my own income and assets and not the income or assets of another person.
- ☐ I am applying for individual credit, and I am relying on my income or assets, as well as income or assets from other sources.
- ☐ We are applying for joint credit.

ALL "PARTIES TO THE LOAN" INITIAL BELOW:

Initials: _____ Initials: _____ Initials: _____ Initials: _____ Initials: _____

Initials: _____ Initials: _____ Initials: _____ Initials: _____ Initials: _____

INTENT TO PROCEED

I / We would like to proceed with the loan application. I / We understand that any fees incurred as a result of the underwriting process will be due regardless of the approval decision resulting from the loan application. I/We would like First Federal Bank, _{SSB} to proceed in the loan application process including, but not limited to, order of appraisal(s), title work, flood determination(s), etc.

Applicant/Borrower Names:

Printed: _____ Signature: _____ Date: _____

Printed: _____ Signature: _____ Date: _____

Printed: _____ Signature: _____ Date: _____

Printed: _____ Signature: _____ Date: _____

Corporation (if applicable): _____

SIGNATURES:

The signer(s) certifies that he/she is authorized to execute this Application for the business named as ("Applicant"), and that all information and documents submitted, including federal income tax returns, are true, correct and complete. The signer (s) authorizes First Federal Bank, _{SSB} ("Lender") to obtain both consumer and business reports, such as reports from credit bureaus the Internal Revenue Service and the D.C. Department of Consumer and Regulatory Affairs. The signer(s) further agrees to notify the Lender promptly of any material change in any such information. The signer(s) further authorizes the Lender to obtain balance and payoff information on all accounts requiring payoff as a condition of granting credit. If the Applicant is a corporation or partnership, all owners/principals listed must sign and include their title. **The signer(s) understands and agrees that this application is subject to underwriting and final credit approval.**

1.	Signer: _____	Title: _____	Date: _____
2.	Signer: _____	Title: _____	Date: _____
3.	Signer: _____	Title: _____	Date: _____
4.	Signer: _____	Title: _____	Date: _____

FOR INTERNAL USE:

DATE RECEIVED/INITIALS: _____ / _____ COMPLETED APPLICATION DATE/INITIALS: _____ / _____

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

Was the ethnicity of the applicant collected based on 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 based on 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



APPRAISAL NOTICE

Applicant/Borrower's Name: _____

Document Date: _____

Disclosure of Appraisal Notice

We may order an appraisal or valuation report to determine the property's value and charge for this appraisal or valuation report. We will promptly give you a copy of any appraisal or valuation, even if your loan does not close.

You may pay for an additional appraisal for your own use at your own costs.

By signing below, you acknowledge receipt of this Appraisal Notice.

Applicant/Borrower(s):

_____ Date: _____

_____ Date: _____

_____ Date: _____

Supplemental Borrower Information:

Additional Applicants/Borrowers					
APPLICANT/BORROWER INFORMATION					
Applicant/Borrower Legal Name:				TIN or SSN:	
Physical Address of Applicant: ☐ Own ☐ Rent ____ No. Yrs. (street, city, state, & ZIP)					
Mailing Address of Applicant if different from above:					
Entity Structure: ☐ Individual ☐ LLC ☐ LLP ☐ Partnership ☐ Ltd Partnership ☐ Corporation ☐ "S" Corporation ☐ Non-Profit ☐ Trust ☐ Other: _____					
Business Description:				Years Established:	
Primary Contact Name:		Phone No.		Fax No.	
APPLICANT/BORROWER INFORMATION					
Applicant/Borrower Legal Name:				TIN or SSN:	
Physical Address of Applicant: ☐ Own ☐ Rent ____ No. Yrs. (street, city, state, & ZIP)					
Mailing Address of Applicant if different from above:					
Entity Structure: ☐ Individual ☐ LLC ☐ LLP ☐ Partnership ☐ Ltd Partnership ☐ Corporation ☐ "S" Corporation ☐ Non-Profit ☐ Trust ☐ Other: _____					
Business Description:				Years Established:	
Primary Contact Name:		Phone No.		Fax No.	
Additional Owners/Guarantors-					
OWNER/GUARANTOR INFORMATION - List all owners with >20% interest and any other person/entity that will guaranty the loan					
Full Name	% Ownership	Address	Phone	TIN or SSN	DOB

ADDITIONAL SIGNATURES (if needed for additional applicants):			
The signer(s) certifies that he/she is authorized to execute this Application for the business named as ("Applicant"), and that all information and documents submitted, including federal income tax returns, are true, correct and complete. The signer (s) authorizes First Federal Bank, SSB ("Lender") to obtain both consumer and business reports, such as reports from credit bureaus the Internal Revenue Service and the D.C. Department of Consumer and Regulatory Affairs. The signer(s) further agrees to notify the Lender promptly of any material change in any such information. The signer(s) further authorizes the Lender to obtain balance and payoff information on all accounts requiring payoff as a condition of granting credit. If the Applicant is a corporation or partnership, all owners/principals listed must sign and include their title. The signer(s) understands and agrees that this application is subject to underwriting and final credit approval.			
1.	Signer	Title	Date
2.	Signer	Title	Date
3.	Signer	Title	Date

Additional Collateral (if needed):

COLLATERAL INFORMATION - (if commercial equipment list, please attach)

General Description (if commercial equipment list, please attach):

Year:	Make:	Model:	Mileage:
Hours:	VIN:	Serial Number:	

COLLATERAL INFORMATION - (if commercial equipment list, please attach)

General Description (if commercial equipment list, please attach):

Year:	Make:	Model:	Mileage:
Hours:	VIN:	Serial Number:	

COLLATERAL INFORMATION - (if commercial equipment list, please attach)

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COLLATERAL INFORMATION - (if commercial equipment list, please attach)

General Description (if commercial equipment list, please attach):

Year:	Make:	Model:	Mileage:
Hours:	VIN:	Serial Number:	

FINANCIAL QUESTIONNAIRE (NEEDED TO PREPARE PERSONAL FINANCIAL STMT) :**ASSET LIST:****Cash and/or Deposit Accounts**

Owner	Type	Account Number	Financial Institution	Current Balance

Stocks/Bonds

Broker/Company	Account Number	Broker/Company	Current Market Value

Business Owned

Business Name	Structure Type	Date Opened	Accountant Name	Market Value

Life Insurance

Company Name	Policy Number	Beneficiary	Term Expiration	Face Value	Cash Value

Retirement Funds

Broker/Company	Account Number	Broker/Company	Type (IRA/401K)	Current Market Value

Autos					
Owner Name	Description	Year	Make	Model	Current Market Value

Boats					
Owner Name	Description	Year	Make	Model	Current Market Value

Recreational Vehicles					
Owner Name	Description	Year	Make	Model	Current Market Value

Other Personal Property		
Owner Name	Description	Current Market Value

LIABILITY LIST:**Revolving Line of Credit and/or Credit Card Accounts:**

Borrower Name	Account Number	Financial Institution	Credit Limit	Current Balance	Monthly Pmt.

Installment Loans

Account Number	Collateral Pledged	Financial Institution	Original Bal.	Current Balance	Monthly Pmt.

Mortgage(s)

Account Number	Property Address/Legal	Financial Institution	Original Bal.	Current Balance	Monthly Pmt

Education Loans

Borrower Name	Account Number	Financial Institution	Beg. Balance	Current Balance	Monthly Pmt.

Other (medical, third party, collections, etc.):

Borrower Name	Description	Current Balance	Monthly Pmt.

REAL ESTATE LIST:**Property #1**

Owner Name		Type: Single Family Home, Duplex, Triplex, Condo, P.U.D., Land, Other		Primary Residence? ☐ Yes ☐ No
Property Disposition: (Pending Sale, Sold, Rental, N/A)		Date Acquired	Cost	
Property Address		Legal Description		Annual Taxes
Market Value	Mortgage Lender	Balance Due	Lien Position	
Gross Rental Income	Total Mortgage Monthly Pmt.	Monthly Insurance	Net Monthly Rental Income	

Property #2

Owner Name		Type: Single Family Home, Duplex, Triplex, Condo, P.U.D., Land, Other		Primary Residence? ☐ Yes ☐ No
Property Disposition: (Pending Sale, Sold, Rental, N/A)		Date Acquired	Cost	
Property Address		Legal Description		Annual Taxes
Market Value	Mortgage Lender	Balance Due	Lien Position	
Gross Rental Income	Total Mortgage Monthly Pmt.	Monthly Insurance	Net Monthly Rental Income	

Property #3

Owner Name	Type: Single Family Home, Duplex, Triplex, Condo, P.U.D., Land, Other			Primary Residence? ☐ Yes ☐ No
Property Disposition: (Pending Sale, Sold, Rental, N/A)		Date Acquired	Cost	
Property Address		Legal Description		Annual Taxes
Market Value	Mortgage Lender		Balance Due	Lien Position
Gross Rental Income	Total Mortgage Monthly Pmt.		Monthly Insurance	Net Monthly Rental Income

Property #4

Owner Name	Type: Single Family Home, Duplex, Triplex, Condo, P.U.D., Land, Other			Primary Residence? ☐ Yes ☐ No
Property Disposition: (Pending Sale, Sold, Rental, N/A)		Date Acquired	Cost	
Property Address		Legal Description		Annual Taxes
Market Value	Mortgage Lender		Balance Due	Lien Position
Gross Rental Income	Total Mortgage Monthly Pmt.		Monthly Insurance	Net Monthly Rental Income

Property #5

Owner Name	Type: Single Family Home, Duplex, Triplex, Condo, P.U.D., Land, Other			Primary Residence? ☐ Yes ☐ No
Property Disposition: (Pending Sale, Sold, Rental, N/A)		Date Acquired	Cost	
Property Address		Legal Description		Annual Taxes
Market Value	Mortgage Lender		Balance Due	Lien Position
Gross Rental Income	Total Mortgage Monthly Pmt.		Monthly Insurance	Net Monthly Rental Income