

## Loan Application Checklist

We appreciate the opportunity to make a lending proposal to you and your business. In order to process your loan request we will need the following general information that may be applicable to you and your business:

- \_\_\_\_\_ Current personal financial statement(s) with signatures (all borrowers and co-borrowers)
- \_\_\_\_\_ Copy of last 3 year's personal income tax returns (include all schedules as well as any associated K-1 forms) and each entity in which you hold 25% or more interest, with completed 4506T form
- \_\_\_\_\_ Year-to-date business balance sheet and income statement
- \_\_\_\_\_ Copy of last 3 year's business income tax returns for associated businesses (include all schedules as well as any associated K-1 forms) and each entity in which you hold 25% or more interest, with completed 4506T form
- \_\_\_\_\_ Copy of last 3 year's business income tax returns for business being purchased (include all schedules as well as any associated K-1 forms), with completed 4506T form
- \_\_\_\_\_ Business history and/or business plan (business plan should include at least one year of month to month projections for a total of 3 years projections)
- \_\_\_\_\_ Resume or personal history of key personnel
- \_\_\_\_\_ Copy of Articles of Incorporation, Operating Agreement, or Partnership Agreement
- \_\_\_\_\_ Rent rolls and/or copies of leases on property if applicable
- \_\_\_\_\_ List of Guarantors with percentage
- \_\_\_\_\_ Purchase/Sale Agreements
- \_\_\_\_\_ Evidence of Equity/Asset Injection
- \_\_\_\_\_ General information regarding the collateral
  - Location of collateral
  - Description of collateral (legal description, serial number, etc.)
  - Value estimate (prior appraisal, purchase contract, etc.)
  - Any available surveys or environmental reports
  - Environmental Questionnaire
- \_\_\_\_\_ Detailed list of collateral (including serial numbers, DMV license numbers, etc.)

**If this is a Construction Loan Request please also include the following:**

- \_\_\_\_\_ Plans, specs, and cost breakdown
- \_\_\_\_\_ Completed contractor approval by lender

Please contact the commercial loan department at (541) 469-7700 with any questions that you may have regarding this information, the loan process, or Chetco Federal Credit Union in general. Thank you for selecting Chetco Federal Credit Union for your lending needs! We look forward to assisting you with your loan request.

Chetco Federal Credit Union  
Credit Application

BORROWER INFORMATION					
INDIVIDUAL INFORMATION (Type or Print)			OTHER PARTY INFORMATION (Type or Print)		
Name			Name		
Residence Address		Own/Rent _____ No. Yrs. _____	Residence Address		Own? Rent _____ No. Yrs. _____
City, State, Zip			City, State, Zip		
Social Security Number		Date of Birth	Social Security Number		Date of Birth
Name of Employer		Yrs. on this job	Name of Employer		Yrs. on this job
Position/Title/Type of Business		Yrs. in this profession	Position/Title/Type of Business		Yrs in this profession
Business Address:			Business Address:		
City, State, Zip			City, State, Zip		
Res. Ph.	Bus. Ph.	Cell Ph.	Res. Ph.	Bus. Ph.	Cell Ph.

PERSONAL INFORMATION		
<b>SOURCES OF INCOME (Annually)</b>		Are you a partner or officer in any other venture? If so, describe.
Salary, bonuses & commission	\$	Are you obligated to pay alimony, child support or separate maintenance payment? If so, describe.
Dividends	\$	
Real Estate Income (gross)	\$	Are any assets pledged other than as described on schedules? If so, describe.
Other Income: (Alimony, child support, or separate maintenance income need not be revealed if you do not wish to have it considered for repaying this obligation)	\$	
	\$	
	\$	Income tax settled through (date) _____.
	\$	Have you ever been declared bankrupt? If so, where and when?
<b>CONTINGENT LIABILITIES</b>		
Do you have any contingent liabilities? If so, describe.		Are you a defendant in any suits or Legal actions? If so, describe.
As endorser, co-maker or guarantor?	\$	
On leases or contracts?	\$	
Legal claims?	\$	Personal deposit accounts carried at:
Other special debt?	\$	

PERSONAL FINANCIAL STATEMENT				
ASSETS	Current Value	LIABILITIES	Monthly Payments	Balance Outstanding
Cash on deposit (Schedule 1)		Notes Payable to financial institutions— unsecured		
Stocks, Bonds and other marketable securities (Schedule 2)		Notes Payable to financial institutions - secured		
Non-marketable securities		Real Estate Mortgages Payable (Schedule 3)		
Automobiles		Amounts Payable to others – secured		
Real Estate Owned (Schedule 3)		Unpaid income taxes		
Profit Sharing/Pension _____ % vested		Other unpaid taxes and interest		
IRA/KEOGH Accounts		Accounts and bills due		
Cash Value Life Insurance (Face Value: \$ _____)		Other Loans or Liabilities (itemize)		
Partnership & Proprietorship Interests (Schedule 4)				
Loans/Notes Receivable		Credit Cards and Lines of Credit – To Whom		
		Limit \$ _____		
Other Assets (itemize)		Limit \$ _____		
		Limit \$ _____		
		<b>Total Liabilities</b>	\$	\$
		<b>Net Worth</b>		\$
<b>Total Assets</b>	\$	<b>Total Liabilities and Net Worth</b>		\$

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 Credit Application

**LOAN REQUEST**

Loan Amount Requested \$	Repayment Period Requested _____ Months or _____ Years
Purpose of Loan:	Source of Down Payment
Description of collateral to be pledged: (list address, cost/value if real estate; list brief description, VIN, serial number, or account number and cost/market value if non-real estate)	
Other Payment Information	

**Schedule 1 Cash in Financial Institutions or Other Accounts**

Financial Institution	Account/Member Number	Account Type	Balance
<b>TOTALS</b>			\$

**Schedule 2 Stocks, bonds and marketable securities**

Description	# of Shares	If pledged, to whom?:	Monthly Income	Current Value
<b>TOTALS</b>			\$	\$

**Schedule 3 Real Estate Owned**

Address and type of property (residence or rental)	Percent Owned	Date Acquired	Cost	Value	Mortgage Balance	Monthly Payment	Rent Income
<b>TOTALS</b>				\$	\$	\$	\$

**Schedule 4 Partnership and Proprietorship Interests**

Name of Partnership or Proprietorship	% Ownership	Original Cost	Value	If pledged, to whom?:
<b>TOTALS</b>			\$	\$

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 Credit Application

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**Schedule 5 Other Information**

By signing below, Loan Applicant submits this application and the information provided on all accompanying financial statements and schedules for the purpose of obtaining credit and represents that the information submitted is accurate and complete. Loan Applicant acknowledges that representations made in this application will be relied on by Lender in evaluating this application and, if approved, in extending credit. Loan Applicant represents that none of the parties named in this application have relied on any advice from the Lender in applying for or receiving any credit. Loan Applicant acknowledges that Lender has not made any commitment to approve this application and extend credit, unless otherwise agreed to in writing. Lender is authorized to conduct any inquiries it decides are necessary to verify the accuracy of the information contained in this application and obtain additional credit information concerning Loan Applicant. Any third party is authorized to release any and all information in their possession regarding Loan Applicant to Lender. Verification or re-verification of any information contained in the application may be made at any time by the Lender, its agents, successors and assigns, either directly or through a credit reporting agency, from any source named in this application, and the original copy of this application will be retained by the Lender, whether or not Lender approves any extension of credit. Lender is also authorized to answer any questions from others about the affect and accuracy of this application, and will provide all documents and information that Lender decides are necessary to complete this application. In the event the Loan Applicant(s) payments on the extension of credit indicated in the application become delinquent, the Lender, its agents, successors and assigns, may, in addition to all their other rights and remedies, report the Loan Applicant's name(s) and account information to a credit reporting agency. Any intentional misrepresentation of the information contained herein could result in criminal action under federal law.

Signature	Date	Print Name and Title
Signature	Date	Print Name and Title

FOR OFFICE USE ONLY			
Date Application Received		Date Application Completed	

**Chetco Federal Credit Union  
Business Loan Application**

**COMPANY INFORMATION**

Legal name of Business Applicant

d/b/a or Trade Name (if different)

Street Address

Mailing Address (if different)

Primary Contact

Bus. Phone

Cell Ph.

Fax

Email address

Company Website

Type of Organization: Sole Proprietorship, Corporation, S-Corporation, General Partnership, Limited Liability Corporation, Limited Liability Partnership, Limited Partnership, Other (describe)

Date Established:

Current ownership and control since:?

Number of Employees?

Is your business a franchise?

Description of business:

**OWNERSHIP/MANAGEMENT INFORMATION**

Name	Title	Percent Ownership

**OTHER INFORMATION**

Are any of those listed above presently under indictment, on parole or on probation?

Have any of the above ever been charged with, or arrested for, any criminal offense other than a minor motor vehicle violation?

Is your business, or are any principals of the business, currently a partner in any other venture? If so, describe.

Has your business, or have any principals of the business, been involved in a bankruptcy or insolvency proceeding?

Is your business, or are any principals of the business, currently involved in any pending judgments, claims or lawsuits?

Income tax settled through (date) \_\_\_\_\_

**LOAN REQUEST**

Use of Requested Loan	Requested Amount	Collateral Price/Value
_____ Purchase or Improve Real Estate	\$	\$
_____ Acquisition/Repair of Machinery or Equipment	\$	\$
_____ Leasehold Improvements	\$	\$
_____ Acquisition of Existing Business	\$	\$
_____ Working Capital	\$	\$
_____ Inventory	\$	\$
_____ Other (describe)	\$	\$
Less: Down Payment	\$	Repayment period requested
<b>Total Loan Request</b>	\$	_____ months or _____ years

Business Accountant: \_\_\_\_\_

Business Attorney: \_\_\_\_\_

Business Insurance Agent: \_\_\_\_\_

Primary Financial Institution: \_\_\_\_\_

