Commercial Loan Application Package

Borrower and Principal Forms

Thank you for applying for a loan with us. Attached you will find the documents that will help us obtain the information we will need to review your loan. There are two general packages:

1) **Borrower and Principal Forms** (this set) - These will need to be completed and returned one for each Borrower and each principal of borrower. A principal of the Borrower is any person or entity that owns 25% or more of the Borrower all the way down through the entity layers to individual people.

2) **Property Forms** (sent separately) - These forms provide information regarding the property to be financed. Please complete one set of forms for each property (or set of properties as identified) to be financed.

Please ensure all forms are completed in their entirety and executed prior to sending to your loan processor.

Attached Forms

1. Borrower and Principal Information
2. Schedule of Real Estate
3. 4506-T

The "Needs List" that will be sent to you will request the following documents for each entity borrower or guarantor, so please have them ready:

- **Corporation:** Articles of Incorporation and By-laws and all amendments thereto, Resolutions authorizing it to enter into or guaranty the loan and the name and title of person signing documentation on behalf of company;
- **LLC:** Articles of Organization and Operating Agreement and all amendments thereto, Resolutions authorizing it to enter into or to guaranty the loan and the name and title of person signing documentation on behalf of company;
- **Partnership:** Certificate of Partnership and Partnership Agreement and all amendments thereto, Resolutions authorizing it to enter into or to guaranty the loan and the name and title of person signing documentation on behalf of company;
- **Trust:** Certification of Trust

Loan Number:

Subject Property Address

STREET ADDRESS:	**CITY:**	**STATE:**	**ZIP:**

1. BORROWER AND PRINCIPAL INFORMATION

Complete this form to lay out the ownership structure: (1) each **borrower;** (2) any person or entity **owning 25% or more interest the borrower** or sub-owning entity as a **managing member**, **general partner**, **limited partner, shareholder or trustee**.

What person or entity owns the property?

Name of person or entity		Phone Number	Email	DOB	SSN
Their legal address		If Borrower is an entity (LLC, Corp, Partnership , Trust) - Please provide the following information:			
		Entity Type *	Date Formed	State Formed	EIN

This person also owns the property ☐ OR ☐ owns ______ **% of the owner entity as a (list role)** *

Name of person or entity		Phone Number	Email	DOB	SSN
Their legal address		If this is another entity - Please provide the following information:			
		Entity Type *	Date Formed	State Formed	EIN

This person also owns the property ☐ OR ☐ owns ______ **% of the owner entity as a (list role)** *

Name of person or entity		Phone Number	Email	DOB	SSN
Their legal address		If this is another entity - Please provide the following information:			
		Entity Type *	Date Formed	State Formed	EIN

This person also owns the property ☐ OR ☐ owns ______ **% of the owner entity as a (list role)** *

Name of person or entity		Phone Number	Email	DOB	SSN
Their legal address		If this is another entity - Please provide the following information:			
		Entity Type *	Date Formed	State Formed	EIN

This person also owns the property ☐ OR ☐ owns ______ **% of the owner entity as a (list role)** *

Name of person or entity		Phone Number	Email	DOB	SSN
Their legal address		If this is another entity - Please provide the following information:			
		Entity Type *	Date Formed	State Formed	EIN

This person also owns the property ☐ OR ☐ owns ______ **% of the owner entity as a (list role)** *

Name of person or entity		Phone Number	Email	DOB	SSN
Their legal address		If this is another entity - Please provide the following information:			
		Entity Type *	Date Formed	State Formed	EIN

Additional people who manage the ownership entity but do not have ownership are:

Name of person:	Title(s):	Name of person:	Title(s):
Name of person:	Title(s):	Name of person:	Title(s):

Print and hand complete additional forms if needed.

1. BORROWER AND PRINCIPAL INFORMATION

SUBJECT PROPERTY STREET ADDRESS:	CITY:	STATE:

A. FINANCIAL STATEMENT
- Complete one of this page for each Borrower, Co-Borrower or Guarantor

TO WHAT ENTITY OR PERSON DOES THIS FINANCIAL STATEMENT APPLY?:	SSN or EIN	Date of Birth

Residence Information (skip if an entity)

Residence Address	Rent ☐ Own ☐	Years at Residence

Employment Information (skip if an entity)

Employer Self-Employed? Yes ☐ % Ownership ______	Your Title	Employer Phone
Employer Address	Years with employer	Years in profession

Monthly Income & Expenses (skip if an entity)

Base Income	$	Rent or Mortgage Payment(s)	$
Overtime	$	Hazard Insurance	$
Bonuses	$	Real Estate Taxes	$
Dividend / Interest	$	Other Financing	$
Net Rental Income	$	Accounts Payable (Including Credit Cards)	$
Other Income:	$	Installment Account (Auto)	$
Other Income:	$	Installment Account (Other)	$
Total Income:	$ 0	**Total Monthly Expenses:**	$ 0

ASSETS (Omit Cents)		LIABILITIES (Omit Cents)	
Cash Deposit Towards Purchase	$	Mortgages on Real Estate - Personal	$
Checking & Savings Accounts	$	Mortgages on Real Estate - Investment	$
Stocks & Bonds	$	Installment Account (Auto)	$
Life Insurance-Cash Surrender Value Only	$	Credit Card(s) Balance	$
Real Estate (Describe in Section 2)	$	Notes Payable to Banks	$
IRA or Other Retirement Account – vested	$	Alimony/Child Support	$
Net Worth of Closely Held Companies	$	Installment Account (Student Loan	$
Other Personal Property - Autos, jewelry, etc.	$	Other Liabilities	$
Other Assets	$	**Total Liabilities:**	$ 0
Total Assets:	$ 0	**NET WORTH (Assets - Liabilities)**	$ 0

1. HAVE YOU EVER FILED FOR BANKRUPTCY PROTECTION (EVEN IF LATER DISMISSED)?	☐ YES	☐ NO
2. ARE YOU A PARTY TO ANY LIEN OR LAWSUIT?	☐ YES	☐ NO
3. HAVE YOU OR ANY BUSINESS INVOLVING YOU HAD A PROPERTY FORECLOSED ON?	☐ YES	☐ NO
4. HAVE YOU OR ANY BUSINESS INVOLVING YOU EVER GIVEN A PROPERTY BACK VIA DEED IN LIEU?	☐ YES	☐ NO
5. DO YOU OR ANY BUSINESS INVOLVING YOU OWE ANY DELINQUENT STATE OR FEDERAL TAXES?	☐ YES	☐ NO
6. HAVE YOU EVER BEEN CHARGED OR CONVICTED OF A FELONY	☐ YES	☐ NO

IF YOU ANSWERED YES TO ANY OF THE QUESTIONS ABOVE, PLEASE ATTACH DETAILS

I, THE UNDERSIGNED, CERTIFY THAT THE INFORMATION SHOWN ABOVE IS TRUE AND CORRECT.

SIGN HERE

SIGNATURE	DATE	

2. SCHEDULE OF REAL ESTATE **NAME OF BORROWER, COBORROWER OR GUARANTOR:**

Complete this form once for: (1) each **borrower;** (2) anyone **owning 25% or more interest** in any entity, whether a borrower or sub-owning entity; (3) each **managing member**, **general partner**, **trustee**, or, (4) any person or entity providing a guaranty on the loan. Use an existing Schedule of Real Estate if it contains the same informaiton.

Property Address				Mortgage Liens					Annual Cash Flow			
					Loan Amount	Due Date	Lender	Loan Number	Rents	Oper. Exp.	Mtg. Pmt.	Cash Flow
Date Acquired		Property Type		1st								0
Owner Occupied	☐	Acquisition Cost		2nd					Remarks			
Rental	☐	Market Value		3rd								
# of Units		% Ownership		Total	0							

Property Address				Mortgage Liens					Annual Cash Flow			
					Loan Amount	Due Date	Lender	Loan Number	Rents	Oper. Exp.	Mtg. Pmt.	Cash Flow
Date Acquired		Property Type		1st								0
Owner Occupied	☐	Acquisition Cost		2nd					Remarks			
Rental	☐	Market Value		3rd								
# of Units		% Ownership		Total	0							

Property Address				Mortgage Liens					Annual Cash Flow			
					Loan Amount	Due Date	Lender	Loan Number	Rents	Oper. Exp.	Mtg. Pmt.	Cash Flow
Date Acquired		Property Type		1st								0
Owner Occupied	☐	Acquisition Cost		2nd					Remarks			
Rental	☐	Market Value		3rd								
# of Units		% Ownership		Total	0							

Property Address				Mortgage Liens					Annual Cash Flow			
					Loan Amount	Due Date	Lender	Loan Number	Rents	Oper. Exp.	Mtg. Pmt.	Cash Flow
Date Acquired		Property Type		1st								0
Owner Occupied	☐	Acquisition Cost		2nd					Remarks			
Rental	☐	Market Value		3rd								
# of Units		% Ownership		Total	0							

Property Address				Mortgage Liens					Annual Cash Flow			
					Loan Amount	Due Date	Lender	Loan Number	Rents	Oper. Exp.	Mtg. Pmt.	Cash Flow
Date Acquired		Property Type		1st								0
Owner Occupied	☐	Acquisition Cost		2nd					Remarks			
Rental	☐	Market Value		3rd								
# of Units		% Ownership		Total	0							

Property Address				Mortgage Liens					Annual Cash Flow			
					Loan Amount	Due Date	Lender	Loan Number	Rents	Oper. Exp.	Mtg. Pmt.	Cash Flow
Date Acquired		Property Type		1st								0
Owner Occupied	☐	Acquisition Cost		2nd					Remarks			
Rental	☐	Market Value		3rd								
# of Units		% Ownership		Total	0							

Property Address				Mortgage Liens					Annual Cash Flow			
					Loan Amount	Due Date	Lender	Loan Number	Rents	Oper. Exp.	Mtg. Pmt.	Cash Flow
Date Acquired		Property Type		1st								0
Owner Occupied	☑	Acquisition Cost		2nd					Remarks			
Rental	☐	Market Value		3rd								
# of Units		% Ownership		Total	0							

Print and hand complete additional forms if more than seven properties.

3. Instructions for the 4506-T

The next document in the package is the 4506-T form. Please do not fill out the form, only sign where indicated. We will take care of completing it correctly. If it is not filled out correctly or legibly it will be rejected by the government authorized vendor that provides the transacript to us and it will delay the processing of your loan.

Please only sign the 4506-T where indicated, do not complete any other information.

Form **4506-T**
(Rev. September 2015)
Department of the Treasury
Internal Revenue Service

Request for Transcript of Tax Return

▸ **Do not sign this form unless all applicable lines have been completed.**
▸ **Request may be rejected if the form is incomplete or illegible.**
▸ **For more information about Form 4506-T, visit *www.irs.gov/form4506t*.**

OMB No. 1545-1872

Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript . . ." under "Tools" or call 1-800-908-9946. If you need a copy of your return, use **Form 4506, Request for Copy of Tax Return.** There is a fee to get a copy of your return.

1a Name shown on tax return. If a joint return, enter the name shown first.	**1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)**
2a If a joint return, enter spouse's name shown on tax return.	**2b Second social security number or individual taxpayer identification number if joint tax return**

3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)

4 Previous address shown on the last return filed if different from line 3 (see instructions)

5 If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number.

Caution. *If the tax transcript is being mailed to a third party, ensure that you have filled in lines 6 through 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy. Once the IRS discloses your tax transcript to the third party listed on line 5, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.*

6 **Transcript requested.** Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ▸ ____________

a **Return Transcript,** which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120-A, Form 1120-H, Form 1120-L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days . . . . ☐

b **Account Transcript,** which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 10 business days . ☐

c **Record of Account,** which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 10 business days . . . . ☐

7 **Verification of Nonfiling,** which is proof from the IRS that you **did not** file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days . . ☐

8 **Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript.** The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2011, filed in 2012, will likely not be available from the IRS until 2013. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 10 business days . ☐

Caution. If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

9 **Year or period requested.** Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately. | / / | / / | / / | / / |

Caution: Do not sign this form unless all applicable lines have been completed.

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. **Note:** For transcripts being sent to a third party, this form must be received within 120 days of the signature date.

☐ **Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-T.** See instructions.

Phone number of taxpayer on line 1a or 2a

SIGN HERE

Sign Here

Pen signature only

Signature (see instructions) Date

Title (if line 1a above is a corporation, partnership, estate, or trust)

Spouse's signature Date