



## BUSINESS LOAN APPLICATION INSTRUCTIONS

Thank you for choosing Co-op Credit Union for your financial needs.

Listed below are step-by-step instructions to complete your Business Loan Application.

Along with your completed application, please provide the following.

1. A current personal financial statement for each owner/guarantor.
2. The most recent three years of federal personal tax returns for each owner/guarantor.
3. The most recent three years of complete federal business tax returns or business fiscal year-end financial statements.
4. Year to date business balance sheet and income statement.
5. For a new business, provide a business plan and two years of annual projections.

Additional information may be necessary based on the loan request.

### Section

1 Please complete this section as applicable. Briefly explain the focus of your business.

---

2 List the name, social security number, address, title and percentage ownership of each owner/officer. (100% ownership interest should be shown)

---

Provide a detailed explanation regarding the purpose of the loan.

Also, please complete the following areas:

- 3
- A) List the total dollars needed i.e., purchase price, construction cost, refinance amount, etc.
  - B) List the amount of money you are providing.
  - C) List the amount of money others are providing.
  - D) Subtract B & C from A. This is the amount your are requesting to borrow.
- 

4 Please list the estimated market value of the collateral available to secure the loan i.e., real estate, machinery and equipment, furniture and fixtures and/or other items that could be used as collateral. For real estate, please provide the following:

- a copy of the most recent tax assessment for each property
- for a purchase loan, a copy of the offer to purchase
- for a construction loan, a listing of improvements and costs

---

5 Please complete this section as applicable.

---

6 Please complete this section as applicable.

---

7 Please read this section, answer the questions and sign and date the application.

---



## Co-op Credit Union Business Loan Application

(1) Type of Organization  Sole Proprietorship  Limited Partnership  Limited Liability Company  Non-Profit  
 General Partnership  Limited Liability Partnership  Other \_\_\_\_\_  Corporation

|                           |                 |             |                           |
|---------------------------|-----------------|-------------|---------------------------|
| Name of Business/Borrower |                 | Tax ID #    |                           |
| Street Address            |                 | Telephone # | Fax #                     |
| City                      | County          | State       | Zip                       |
| Focus of Business _____   |                 |             | Date Business Established |
|                           |                 |             | Number of Employees       |
| Primary Contact           | Mailing Address | Home Tel#   | Business Tel#             |

**(2) List Below the Names of the Owners and/or Officers**

| Name | Soc Sec # | Home Address | Title | Ownership % |
|------|-----------|--------------|-------|-------------|
|      |           |              |       | %           |
|      |           |              |       | %           |
|      |           |              |       | %           |
|      |           |              |       | %           |

**(3) Purpose of the Loan** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**A** Total Dollars Needed: \$ \_\_\_\_\_

**B** Less Money Provided by You: \$ \_\_\_\_\_

**C** Less Money Provided by Others: \$ \_\_\_\_\_

**D** Total Loan Needed: \$ \_\_\_\_\_

**(4) Collateral**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Business Loan Application (Continued)**

**(5) Business Indebtedness**

Please summarize all business debts and guaranties provided. If necessary, attach a separate piece of paper. Indicate by an asterisk (\*) items to be paid by loan proceeds.

| To Whom Payable | Original Amount | Current Balance | Interest Rate | Maturity Date | Monthly Payment | If secured, describe Collateral |
|-----------------|-----------------|-----------------|---------------|---------------|-----------------|---------------------------------|
|                 |                 | \$              |               |               |                 |                                 |
|                 |                 | \$              |               |               |                 |                                 |
|                 |                 | \$              |               |               |                 |                                 |
|                 |                 | \$              |               |               |                 |                                 |

**(6) Business Accounts**

| Financial Institution | Account Type | Balance | Date Opened |
|-----------------------|--------------|---------|-------------|
|                       |              | \$      |             |
|                       |              | \$      |             |
|                       |              | \$      |             |
|                       |              | \$      |             |
|                       |              | \$      |             |
|                       |              | \$      |             |

**(7)**

Has your business or have any principals of the business ever filed bankruptcy? Yes      No

Is your business or are any of the principals of the business currently involved in any pending judgments, claims or lawsuits? Yes      No

The undersigned represents that the information contained in this application is true and correct to his or her knowledge and was given to induce the lender to grant the loan for which this application was made and further states that no information which may relate to the credit worthiness of the undersigned has been omitted. The undersigned authorized the Lender or its agent to verify the information submitted herein with credit bureaus, employers and any referenced listed in the application. The Lender may at his option, cancel any commitment or loan granted if: this application contains any false or misleading information; in its opinion, the credit investigation discloses any unsatisfactory credit record; the title examination discloses unsatisfactory conditions which are not correctable within a reasonable time; the undersigned has borrowed any portion of the investment or equity in the property not indicated in this application; or any phase of the new construction on the property is started before the Lender's security instrument has been recorded.

I understand and give my approval to you to order a credit report to help support this financing request so that compliance with The **Fair Credit Reporting Act** is met. This application shall remain the property of Co-op Credit Union

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_