



COMMERCIAL LOAN PACKAGE CHECKLIST

GENERAL DOCUMENTS:

- Signed Commercial Loan Application (attached)
- Business Description (attached) or Business Plan
- Personal Financial Statement for each guarantor, complete and signed (attached)
- Applicant Employment History (attached)
- Business Debt Schedule (attached)
- Last 3 years business tax returns, including K-1 Schedules, and audited financial statements
- Last 3 years personal tax returns with all schedules for each guarantor
- Interim year to date profit and loss / balance sheet with prior year comparable
- Last 2 months of business bank statements
- Primary form of ID for all borrowers

ADDITIONAL DOCUMENTS:

Real Estate Loans

- Purchase Agreement
- Construction Contract or Bid for improvements
- Most recent property tax notice if available

Term Loans & Lines of Credit

- Detailed purchase agreement or invoice for equipment or vehicle to be purchased (Year, Make, Model, options, mileage and/or hours used)
- Detailed equipment list with year, make, model, options, mileage and/or hours used
- Detailed list of Accounts Receivable

What you can expect:

A commercial loan officer will contact you within one business day after we receive your application to discuss your request. PFCU will attempt to make the decision on the forms you supplied; however, it is possible that additional information may be required. Incomplete or unsigned applications may delay your request.

Can PFCU contact you via text messaging? Yes - (Include number here)

No



Commercial Loan Application

To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify, and record information that identifies each person or business that opens an account.

What this means for you: When you open an account, we will ask for your name, address, date of birth, if applicable, and other information that will allow us to identify you.

We may also ask to see your driver's license or other identifying documents.

Credit Requested

Total Funds Needed:		Term of Credit:	Loan Type:
Less Funds provided by you			
Less Funds provided by others		Loan Purpose:	
Total Loan Needed:			

Business Information

Business Name:		DBA Name (if applicable):	
Address:		City:	State: Zip Code:
Phone:		Fax:	Website/Email:
EIN:	Date Established:	Owner Since:	# Employees: # Locations:
Type of Business:	<input type="radio"/> Service <input type="radio"/> Wholesale <input type="radio"/> Distribution <input type="radio"/> Other _____ <input type="radio"/> Retail <input type="radio"/> Manufacturing <input type="radio"/> Real Estate		
Business Structure:	<input type="checkbox"/> Individual <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Unincorporated Association <input type="checkbox"/> C-Corp <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Unincorporated Organization <input type="checkbox"/> S-Corp <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Other _____		

Owner/Guarantor Information

Name:		SSN:	Title:	DOB:
Address:		City:	State:	Zip Code:
Currently Rent or Own:	From:	To:	% Ownership of Business:	PFCU Account #
Phone:	Email:		Marital Status: _____ Married _____ Single _____ Separated	
Name:		SSN:	Title:	DOB:
Address:		City:	State:	Zip Code:
Currently Rent or Own:	From:	To:	% Ownership of Business:	PFCU Account #
Phone:	Email:		Marital Status: _____ Married _____ Single _____ Separated	
Name:		SSN:	Title:	DOB:
Address:		City:	State:	Zip Code:
Currently Rent or Own:	From:	To:	% Ownership of Business:	PFCU Account #
Phone:	Email:		Marital Status: _____ Married _____ Single _____ Separated	

Collateral Offered By Applicant

Description	Value	Total Liens	Ownership Status for Applicant	Creditor Name
			<input type="checkbox"/> Purchase Money <input type="checkbox"/> Presently Owned	
			<input type="checkbox"/> Purchase Money <input type="checkbox"/> Presently Owned	
			<input type="checkbox"/> Purchase Money <input type="checkbox"/> Presently Owned	
			<input type="checkbox"/> Purchase Money <input type="checkbox"/> Presently Owned	

Professional Services

Accounting Firm:	Contact Name:	Phone # or Email:
Insurance Agency:	Contact Name:	Phone # or Email:

Miscellaneous Information

HAS THE BUSINESS CHANGED NAMES IN THE LAST 5 YEARS?	[] YES	[] NO
HAS THE BUSINESS RELOCATED FROM ONE COUNTY TO ANOTHER IN THE PAST 5 YEARS?	[] YES	[] NO
IS THE BUSINESS FOR SALE OR UNDER AGREEMENT THAT WOULD CHANGE THE OWNERSHIP OF THE BUSINESS?	[] YES	[] NO
DO YOU HAVE AN UP TO DATE BUSINESS PLAN? (IF SO PLEASE PROVIDE A COPY WITH YOUR APPLICATION)	[] YES	[] NO
HAS THE BUSINESS OR ANY PRINCIPAL/OWNER EVER DECLARED BANKRUPTCY?	[] YES	[] NO
IS THE BUSINESS OR ANY PRINCIPAL/OWNER A PARTY TO ANY LIEN OR LAWSUIT?	[] YES	[] NO
ARE YOU A MARIJUANA RELATED BUSINESS?	YES	NO
ARE THERE ANY DELINQUENT STATE OR FEDERAL TAXES OWED BY THE BUSINESS?	[] YES	[] NO

Required Signatures

By signing below you certify that to the best of your knowledge and belief all information contained on this application and in the accompanying statements and documents is true and correct. You agree to notify PFCU immediately of any material changes in this application. You also acknowledge that the credit you are applying for is for a business purpose. You authorize PFCU or its assigns to make inquiries to the Internal Revenue Service, and to provide information concerning Applicant's credit relationship to business credit reporting and credit bureau agencies and associations and other creditors. This application remains the sole property of PFCU whether or not the loan is granted. Applicant(s) signing the application is/are indeed authorized to act on behalf of the borrower. Borrower, co-applicant(s), and guarantor(s), as appropriate grants to the credit union the authority to use reasonable means to verify application information by requesting credit bureau reports, accessing information about borrower, co-applicant(s), and guarantor(s), as appropriate from other third party information providers, and other means if applicable. Borrower further grants to credit union the right to share this information with third parties as reasonable in the normal course of doing commercial lending including sharing this information with a third party for purposes of underwriting the loan.

Applicant Signature	Title:	Date:
Applicant Signature	Title:	Date:
Applicant Signature	Title:	Date:
Applicant Signature	Title:	Date:

For Lender's Use Only

Officer No./Name	Approved By	Committee Date	Application Date
Decision Comments: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Countered <input type="checkbox"/> Conditional Approval			
Notes:			

Business Description

(Use separate attachments to answer questions if necessary or substitute with a business plan)

Nature of Business:

Type of Products/ Services:

Customer Profile:

Competitors --- How do you differentiate your company/ product from those of your competitors?

Major Past Accomplishments:

Future Plans for Growth/ Expansion:

How will this loan benefit your company?



Personal Financial Statement

As of _____, _____

The following is submitted for the purpose of procuring, establishing and maintaining credit with you in behalf of the undersigned or persons, forms, or corporations in whose behalf the undersigned may either severally or jointly with others execute a guaranty in your favor. The undersigned warrants that this financial statement is true and correct until a written notice of changes is given by the undersigned.

Name: _____ Phone: _____

Business Name: _____ Business Phone: _____

Address: _____

City, State, & ZIP: _____

Assets (Omit Cents)	Liabilities (Omit Cents)
Cash On Hand at PFCU \$	Loans Payable to Banks & Others \$ <small>(Describe in Sec. 2)</small>
Cash On Hand at other institutions \$	Loans Payable to Banks Unsecured \$ <small>(Describe in Sec. 2)</small>
IRA or Other Retirement Accounts \$	Auto Loans & Leases \$
Accounts & Notes Receivable \$	Loan on Life Insurance \$
Stocks and Bonds <small>(Describe in Sec. 3)</small> \$	Mortgages on Real Estate <small>(Describe in Section 4)</small> \$
Real Estate <small>(Describe in Sec. 4)</small> \$	Credit Cards \$
Automobile <small>(Present Value)</small> \$	Unpaid Income Tax <small>(Describe in Sec. 7)</small> \$
Book Value of Business Ventures <small>(Describe in Sec. 6)</small> \$	Other Liabilities <small>(Describe in Sec. 8)</small> \$
Personal/Other Assets <small>(Describe in Sec. 5)</small> \$	Total Liabilities \$
Life Insurance - cash surrender value only <small>(Describe in Sec. 9)</small> \$	
Total Assets \$	Net Worth \$

Section 1. Source of Income	Contingent Liabilities
Salary..... \$	As Endorser or Co-Signer \$
Net Investment Income \$	Legal Claims & Judgements..... \$
Real Estate Income \$	Provision for Federal Income Tax \$
Other Income <small>(Describe Below)</small> \$	Other Special Debt \$

Description of Other Income in Section 1 (ex. Child Support, Alimony, or any additional income)

Section 2. Loans Payable to Banks and Others (Use Attachments if necessary. Each attachment must be signed.)

Name and Address of Noteholder(s)	Original Balance	Current Balance	Payment	Type of Collateral

Section 3. Stocks and Bonds (Use attachments if necessary. Each attachment must be signed.)

Number of Shares	Name of Securities	Cost	Market Value	Total Value

Section 4. List each parcel separately. Use attachment if necessary. Each attachment must be signed.

Real Estate Owned	Property A	Property B	Property C
Type of Property <small>(Residential, Commercial, or VL)</small>			
Property Address			
Date Purchased			
Original Cost			
Present Market Value			
Mortgage Holder			
Mortgage Balance			
Mortgage Payment			

Section 5. Other Personal Property and Other Assets (Describe, and if any is pledged as security, state name of lien holder, amount of lien, and payment amount.)
(Household Items, ATV's, Boats, Valuables/Collections, etc.)

Section 6. Business Ventures (Include business name, % of ownership, your title, line of business, and years in business.)

Section 7. Unpaid Taxes (Describe in detail, as to type, to whom payable, when due, and amount.)

Section 8. Other Liabilities (Describe in detail.)

Section 9. Life Insurance Held (Give face amount and cash value of policies - name of insurance company and beneficiaries.)

Personal & Miscellaneous Information

Do you have a will? _____ Are you a defendant in any suite or legal action? _____

Have you ever declared bankruptcy? (If yes, please provide year bankruptcy filed.) _____

By signing this form, I certify that all information on this form and any additional supporting information is true and complete to the best of my knowledge.

Signature: _____ Date: _____

Print Name: _____

Signature: _____ Date: _____

Print Name: _____



Applicant Employment History

Applicant 1			
Name:		Current Employer:	
Income:	Position:		Hire Date:
Street Address:			
City:	State:		ZIP:
Previous Employer:		Income:	
Position:	Dates of Employment: From:		To:
Street Address:			
City:	State:		ZIP:

Applicant 2			
Name:		Current Employer:	
Income:	Position:		Hire Date:
Street Address:			
City:	State:		ZIP:
Previous Employer:		Income:	
Position:	Dates of Employment: From:		To:
Street Address:			
City:	State:		ZIP:

Applicant 3

Name:		Current Employer:	
Income:	Position:	Hire Date:	
Street Address:			
City:	State:	ZIP:	
Previous Employer:		Income:	
Position:	Dates of Employment: From:		To:
Street Address:			
City:	State:	ZIP:	

Applicant 4

Name:		Current Employer:	
Income:	Position:	Hire Date:	
Street Address:			
City:	State:	ZIP:	
Previous Employer:		Income:	
Position:	Dates of Employment: From:		To:
Street Address:			
City:	State:	ZIP:	

Personal Information Verification Form

Date Completed: _____

The information contained in this statement is provided to the Lender for the purpose of obtaining, or maintaining credit with the Lender, or to support the applicant's joint or individual guarantee on behalf of other persons, firms, or corporations who are obtaining credit accommodations with the Lender. The applicant understands that the Lender will rely on the information given in making its decision to either grant or maintain such credit. The undersigned represents and warrants that the information provided is true and complete and that you may consider this statement as continuing to be true and correct until a written notice of a change is given to you by the undersigned. Lender is authorized to make all inquiries deemed necessary to verify the accuracy of the statements made herein, and to determine your credit worthiness.

Applicant agrees that the lender, along with its employees, agents and Member Business Services, LLC d/b/a Commercial Alliance, governmental or quasi-governmental agencies such as SBA, USDA and MCDC, service providers and any owners or potential owners of any interest in any loan which is originated from my application, may obtain, share and use any tax return information for any purpose permitted by law, including (i) preparing a term sheet or offer to lend, and (ii) considering, approving, monitoring, servicing and participating a loan.

Provide Complete Name of Borrower or Guarantor(s):

Are there any assets pledged other than as described on the schedules of Personal Financial Statements? If yes, describe below:

Are you a member, partner or officer in any other venture which could result in individual liabilities? If yes, describe below:

Are you obligated to pay alimony, child support or separate maintenance payments? If yes, describe below:

Are you a defendant in any suits or legal action(s)? If yes, describe below:

Do you have any State or Federal Tax Liens? If yes, describe below:

Do you have a will? If yes, name the Executor:

Do you have a Revocable Trust? If yes, provide a copy of the Trust Agreement.

Are you the grantor or beneficiary of an Irrevocable Trust? If yes, provide a copy of the Trust Agreement.

Have you been audited or any of your business ventures been audited by the IRS? If so, provide what year and explain the reason for the audit below:

Have you ever declared bankruptcy? If yes, provide details below:

The undersigned certifies that the information contained in this personal information verification form is true and correct and that you may consider this statement as continuing to be true and correct until a written notice of a change is given to you by the undersigned. It may be a federal crime punishable by a fine of not more than \$5,000 or imprisonment for not more than two years or both to knowingly make false statements concerning any of the above information, under provisions of Title 18, United States Code, Section 1014. The undersigned certifies that by completing this form and signing that all relevant credit inquiries can be engaged or started to make appropriate credit decisions.

Signature

Date

Spouse Signature (if joint)

Date