

## Internal Bank Loan Review

Primary Officer: \_\_\_\_\_ Prepared By: \_\_\_\_\_

Date Prepared: \_\_\_\_\_

### Loan Request

Borrower: \_\_\_\_\_

Business Information: Form: \_\_\_\_\_

Organ Date: \_\_\_\_\_

Type: \_\_\_\_\_

Management: \_\_\_\_\_

Ownership: \_\_\_\_\_

Guarantors: Typically the owner of the business \_\_\_\_\_

Request: \_\_\_\_\_

Purpose: \_\_\_\_\_

**Terms:**

Type	Amount	Rate/Fees	Term	Repayment

Source of Repayment Primary: \_\_\_\_\_

Secondary \_\_\_\_\_

Tertiary: \_\_\_\_\_

Collateral Description: \_\_\_\_\_

**Collateral Valuation:**

Type	Appraised Value	% of ADV	Debt	Avail. Equity	LTV
Accounts Receivable		75% (0-90 days)			
Inventory		30%			
Equipment		75%			
Marketable Securities		70%			
Commercial and Residential Property		75%			
Vacant Land		30-50%			

Flood Hazard: \_\_\_\_\_

Environmental Concerns: \_\_\_\_\_

**Bow Debt:**

Type	Open	High	Bal.	# of REN	Rate	Terms	SEC	LTV

Bow Payment History: \_\_\_\_\_

**Line of Credit Usage:**

Low Balance: \_\_\_\_\_ # of Days at Zero: \_\_\_\_\_

Other Debts: \_\_\_\_\_

**Depository Relationship:**

Name	Acct #	Type	Opened	Balance	Avg. Col. Bal.	Rate

Average Cost of Funds: \_\_\_\_\_

Trust Relationship: \_\_\_\_\_

Background Information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Financial Statement:** Last 3 years of business financial statements and/or tax returns  
Last 3 years of owner's personal tax return  
Current personal financial statement

**BUSINESS LOAN APPLICATION**

New Relationship  
 Existing Relationship

Date: \_\_\_\_\_  
 Branch: \_\_\_\_\_  
 Officer: \_\_\_\_\_

**BUSINESS INFORMATION**

Business Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Tax I.D. \_\_\_\_\_

Individual Name(s) \_\_\_\_\_

Address \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Social Security # \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Proprietorship \_\_\_\_\_ Partnership \_\_\_\_\_ Sub-Chapter S \_\_\_\_\_ Corporation \_\_\_\_\_  
 Non-Profit \_\_\_\_\_ Individual \_\_\_\_\_ LLC \_\_\_\_\_

**Ownership Distribution:** (List stockholders, partners, owner names) **Note: Attach separate sheet if additional space needed.**

Name	Title	# of Years	%	SS#
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Nature of Business \_\_\_\_\_ Year Established \_\_\_\_\_ Number of Employees \_\_\_\_\_

Years at Present Location \_\_\_\_\_ [ ] Own [ ] Lease

Accountant \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Insurance Agent \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Attorney \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

**FINANCIAL INFORMATION**

**Bank of Account** \_\_\_\_\_ **Account Number** \_\_\_\_\_

**Credit Relationships:** Please provide details of your business credit relationships below:

Name of Creditor	Purpose of Loan	Original Loan Amount	Amount Presently Owing	Repayment Terms	Maturity Date
_____	_____	\$ _____	\$ _____	_____	_____
_____	_____	\$ _____	\$ _____	_____	_____
_____	_____	\$ _____	\$ _____	_____	_____

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**LOAN REQUEST**

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**Amount of Loan Requested** \_\_\_\_\_**Type of loan**

- \_\_\_\_\_ [  ] Line of Credit  
\_\_\_\_\_ [  ] Term Loan  
**Requested Term of Loan** \_\_\_\_\_ [  ] Business Home Equity  
[  ] Commercial Real Estate

**Specific Loan Purpose** (Check all that apply)

- [  ] Working Capital [  ] Other (State type of loan required and loan purpose)  
[  ] Finance Purchase of Inventory \_\_\_\_\_  
[  ] Finance Purchase of Equipment \_\_\_\_\_  
[  ] Finance Purchase of Real Estate \_\_\_\_\_  
[  ] Finance Purchase of Business \_\_\_\_\_  
[  ] Refinance Existing Loan or Debts \_\_\_\_\_

**Collateral Available\*** (Check all that apply)

- [  ] All Assets (accounts receivable, inventory, machinery and equipment)  
[  ] Specific Equipment (Please attach equipment list, including serial numbers or description of equipment, and invoices for new equipment.)  
[  ] Real Estate (Please attach property address, legal description and a copy of most recent tax bill.) Square Feet \_\_\_\_\_ Acres \_\_\_\_\_  
[  ] Cash on Deposit at (name of bank) Branch \_\_\_\_\_ Account # \_\_\_\_\_  
[  ] Personal Assets (As described in Personal Financial Statement.)

\* **Collateral:** Loans are secured by collateral, which is property in which a security interest is granted to secure repayment of the loan. The loan collateral may include business assets, stocks, bonds, certificates of deposits, or personal assets. Consider (1) the value of the loan collateral must be equal to or greater than the amount of the loan, (2) expected economic life of collateral will be considered by the Bank in evaluating the collateral offered for the loan, (3) formal collateral appraisals may be required, and (4) a pledge of personal assets may be required as additional collateral for the business loan requested.

- [  ] **Guarantors\*\*** (Please list)

\_\_\_\_\_  
Name Social Security #  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Name Social Security #  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Name Social Security #  
\_\_\_\_\_  
Address

\*\* **Guarantors:** For incorporated borrowers, guarantees of owner(s) is usually required, unless secured by Bank deposits or marketable collateral. If personal assets are in joint names, a sole proprietorship, and/or partnership, the Bank may require all parties to pledge collateral.

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**BUSINESS BACKGROUND INFORMATION**

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Please provide a brief history of your business, future plans and projections, and describe your products and/or services and competition.

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**PERSONAL BUSINESS EXPERIENCE**

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If you have been in your present business for under five years, please describe your previous business experience. (Include business background, management experience, and training, or include a resume.)

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**MISCELLANEOUS INFORMATION**

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Are tax liabilities current?  Yes  No Settled through \_\_\_\_\_

Is the business an endorser, guarantor, or co-maker for any obligation not listed in the financial statements?  Yes  No

If yes, what is the contingent liability? \_\_\_\_\_

Has the business or principal owner ever declared bankruptcy?  Yes  No

If yes, provide details on a separate sheet.

Is the business a defendant in any lawsuit?  Yes  No

If yes, provide details on a separate sheet.

Are any of the business assets encumbered by liens or attachments of any type?  Yes  No

What	By whom	Amount \$
What	By whom	Amount \$
What	By whom	Amount \$

Does the business have a pension fund?  Yes  No

profit-sharing plan?  Yes  No

If so, does the plan have any unfunded pension liabilities?  Yes  No Amount \$ \_\_\_\_\_

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**CERTIFICATION**

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The undersigned certifies that, to the best of his or her knowledge and belief, all information contained in this loan application and in the accompanying statements and documents is true, complete, and correct. The undersigned agrees to notify the Bank immediately of any material changes in this information. It is further agreed that, whether or not the loan herein applied for is approved, the undersigned will pay or reimburse the bank for the costs, if any, of surveys, title or mortgage examinations, appraisals, etc., performed by non-Bank personnel with the consent of the applicant. The undersigned authorizes the Bank to contact any bank and trade creditors it deems necessary without further notice, including, but not limited to, Dunn & Bradstreet reports or information from TRW Credit Data.

Business Name (print): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Title: \_\_\_\_\_

Guarantor(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guarantor(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>BUSINESS LOAN APPLICATION CHECKLIST</b>
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**Please be sure all of the following documentation has been included in order for your business loan application to be processed.**

- Business Loan Application
- Accountant-Prepared Business Financial Statements (Profit and Loss, Balance Sheet) for the past three fiscal years
- Business Federal Tax Returns for past three fiscal years
- Interim Financial Statements (if available)
- Most Recent Federal Tax Returns for each principal owner listed in the first section of the Business Loan Application
- Personal Financial Statement
- Organizational Papers (Articles, dba papers, etc.)
- OTHER: \_\_\_\_\_