



## **1<sup>st</sup> Community Federal Credit Union**

**3505 Wildewood Drive, San Angelo, Texas 76904**

**325/653-1465 or 800/749-1465**

**[www.1stcommunityfcu.org](http://www.1stcommunityfcu.org)**

The following documents are necessary to apply for a Business Loan. The documents indicated with an \* are included in this packet.

### Loan Application package for an Individual:

- Completed and Signed Business Loan Application \*
- Signed Commercial Loan Application Agreement \*
- Completed & Signed Personal Financial Statement (Personal Profile) \*
- Three most recent years personal tax returns
- Three most recent years tax returns for any entity the member holds 20% or more ownership interest

### Loan Application package for a Business Entity:

- Completed and Signed Business Loan Application \*
- Signed Commercial Loan Application Agreement \*
- Completed & Signed Company Financial Statement
- Three most recent years tax returns (company returns)
- Three most recent years tax returns for personal guarantors
- Completed & Signed Personal Financial Statement for personal guarantors (Personal Profile)

# 1<sup>st</sup> Community Federal Credit Union, San Angelo, TX

Legal Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Tax ID No.: \_\_\_\_\_ Year Established: \_\_\_\_\_ State: \_\_\_\_\_  
 Type of Entity:  Corporation  Partnership  Proprietorship  LLC  Individual  Trust  Association  Non-Profit  
 Business Year End: \_\_\_\_\_ Nature of Business: \_\_\_\_\_

## Loan Request

Loan Amount Requested: \_\_\_\_\_  New Loan  Renew/Increase Existing Loan  
 Purpose: \_\_\_\_\_  
 Terms: \_\_\_\_\_ Maturity: \_\_\_\_\_  
 Collateral Offered: \_\_\_\_\_  
 Value of Collateral: \$ \_\_\_\_\_ Source: \_\_\_\_\_  
 Amount of other liens: \$ \_\_\_\_\_ Lien holder Name: \_\_\_\_\_

## Non Business Information and Income

Non Business Information and Income															
APPLICANT						CO-BORROWER / GUARANTOR									
First Name			Initial		Last Name	First Name			Initial		Last Name				
Social Security Number			Home Phone		Birth Date	Social Security Number			Home Phone		Birth Date				
Own		Rent		Other		Own		Rent		Other					
Current Street Address					Since		Current Street Address					Since			
City			State		Zip	City			State		Zip				
Current Employer				Years		Months		Current Employer				Years		Months	
Street Address						Street Address									
City		State		Zip	Work Phone			City		State		Zip	Work Phone		
Occupation / Position						Occupation / Position									
Former Employer <small>(if current employment less than 2 years)</small>				Years		Months		Former Employer <small>(if current employment less than 2 years)</small>				Years		Months	
OTHER INCOME						OTHER INCOME									
						\$									
Source		Phone		Since	Monthly		Source		Phone		Since	Monthly			
						\$									
Source		Phone		Since	Monthly		Source		Phone		Since	Monthly			

**Important Information About Procedures for Opening a New Account.** 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 who opens an account. What this means for you: When you open an account, we will ask for your name, street address, date of birth and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.



# Commercial Loan Application Agreement

- 1. Business Authority.** I am authorized by the Business described in this Application under its by-laws, organizing agreement, general resolutions or other governing authority to act on its behalf.
- 2. Credit Union's Authority to Obtain and Disclose Information.** I authorize the Credit Union to seek from, retain (even if this Application is not approved) and release to third parties, including credit reporting agencies, all financial and other relevant information or references on the Business, its owners, principals and guarantors without advising the Business. Information may include tax return and credit reporting agency information. In the event that this Application is not approved, the Credit Union may report the reason for the decline to the Business or any principal, guarantor, or owner of the Business.
- 3. Application True and Complete.** The information on the financial condition of the Business is true, accurate and complete. I agree to advise the Credit Union of any significant changes in the information provided.
- 4. Commercial Purpose of Credit.** The business is applying for a commercial credit facility. Proceeds may NOT and WILL NOT be used for personal, family or household purposes.
- 5. Credit Approval.** The Credit Union will advise the Business if the Application is approved or denied. The Business is applying for the requested amount or such lesser amount as the Credit Union may approve.
- 6. Right to Decline.** The Business may decline any credit facility approved by the Credit Union by notifying the Credit Union in the manner specified in the approval letter (the "Approval Letter"). If the Business does not decline the approved credit facility in the manner specified or if the Business uses the credit facility, the Business will be deemed to have accepted the terms of the Approval Letter.
- 7. Promise to Pay.** The Business unconditionally promises to pay, at the times and in the manner as provided in the Approval Letter (and all other agreements related to such credit facilities), to the Credit Union any and all obligations which arise in connection with any credit facilities made available by the Credit Union to the Business. Amounts drawn under a Line of Credit are payable on demand.
- 8. Other Agreements Relating to Credit Facilities.** The Business will be bound to all of the other terms and conditions of standard agreements and the Approval Letter which relate to the credit facilities. The Credit Union will give relevant agreements to the Business at the time the credit facility is approved.
- 9. Fees.** The Business is required to pay certain fees to the Credit Union in connection with the credit facility. These fees are described in the Schedule of Fees which the Credit Union has provided or will provide to the Business. These fees will be due and payable by the Business if the Credit Union approves a credit facility requiring a fee and if the Approval Letter so provides and if the Business does not decline the credit facility as specified in the Approval Letter.
- 10. Demand Deposit Accounts.** If a Line of Credit has been requested in this Application, the Business must have a Checking Account to access this facility. Fees for other products may be reduced if the Business has a Credit Union Checking Account.
- 11. Automatic Deductions.** I hereby authorize the Credit Union to deduct automatically from the Business' DDA at the Credit Union (excluding IRA, Keogh, payroll and trust accounts), any and all regular payment obligations or fees due and owing by the Business in connection with the credit facilities. The Business will keep sufficient funds in the DDA to enable the Credit Union to deduct the full amount of all regular payments and fees when due. The Business may revoke this authorization by notifying the Credit Union as specified by the Credit Union in its Approval Letter. This authorization may also be revoked at any time in the future. If the Business revokes the Credit Union's authority to deduct payments, the Business may be required to pay a higher rate of interest or higher fees as described in the agreement applicable to the particular credit facility. Automatic deduction may not be available for all credit facilities.
- 12. Facsimile Copies Enforceable.** The Business agrees that the Credit Union may rely on facsimile of this Application Agreement and on any other signed documents received by the Credit Union by facsimile transmission regarding any credit facility made available to the Business pursuant to this Application. Such facsimiles or any copy of such facsimiles shall be binding on the Business and shall for all purposes be considered original documents.

The undersigned acknowledges receipt of the written disclosure statement regarding rights to a written statement of reasons for denial of credit if this credit application is denied.

Legal Name of Business: _____		
_____	_____	_____
Authorized Signature	Title	Date

Credit Union Use Only:

Personal Profile	
Date: _____	Check One: <input type="checkbox"/> Individual <input type="checkbox"/> Joint
Name: _____	
Address: _____	
City, State, Zip: _____	
Telephone Number: _____	SS/Tax ID No.: _____

I understand that the Credit Union's credit approval is subject to verification. I authorize the Credit Union to obtain, maintain and release credit information in connection with this Personal Financial Statement (PFS) and any credit granted. This is a true and accurate statement of my financial condition. Should it change while the business or I am under obligation to the Credit Union, I will promptly notify the Credit Union in writing. While under obligation, I will provide an updated PFS annually. I understand that I *need not* disclose alimony, child support, or separate maintenance income unless I wish the Credit Union to consider them in a credit decision.

ASSETS		LIABILITIES	
Cash on Hand and in Banks	\$	Notes Payable to Banks and others	\$
US Gov. & Listed Sec. - see schedule	\$	Accounts and Bills due	\$
Accounts and Notes Receivable	\$	Unpaid Income Taxes	\$
Real Estate Owned - see schedule	\$	Real Estate Mortgages	\$
Autos and other Personal Property	\$	Other Debts	\$
Cash Value - Life Insurance	\$	Total Liabilities	\$
Other Assets	\$	Net Worth	\$
Total Assets	\$	Total Liabilities & Net Worth	\$

SOURCES OF INCOME		ANNUAL EXPENSES		
Salary	\$		Last Yr's Actual	Current Yr's Estm
Bonus and Commission	\$	Income Tax		
Dividends	\$	Co-op or Condo Maint.		
Real Estate Income	\$	Mortgage Payments		
Other Income	\$	Real Estate Taxes		
Total Income	\$	Rental Payment		

CONTINGENT LIABILITIES				
As endorser, co-maker or guarantor	\$	Insurance		
Legal Claims	\$	Tuition		
Provision for Federal Income Taxes	\$	Alimony, Child Support		
Other Special Debt	\$	Other Monthly Debts		
	\$	Other Expenses		
		<b>TOTAL EXPENSES</b>		

GENERAL INFORMATION		PERSONAL INFORMATION	
Are any assets pledged? - If yes, see schedule below.		Business or occupation	
Personal Bank Accounts carried at		Partner or officer in any other venture	
No of dependents		Age of Dependents	

SCHEDULE OF U.S. GOVERNMENTS, STOCKS AND BONDS OWNED			
Shares/Face Value	Description	In Name of	Market Value

SCHEDULE OF REAL ESTATE OWNED						
Property Description	Date Acquired	Title In Name of	Cost	Market	Mortgage Amount	Mortgage Maturity

SCHEDULE OF ASSETS PLEDGED		
Description	Value	To Whom Pledged

SIGNATURES	
Signature: _____	Date: _____
Signature: _____	Date: _____