



Please return this information to:
 Langley Federal Credit Union
 Attn: Commercial Lending Department
 721 Lakefront Commons, Suite 102
 Newport News, VA 23606

COMMERCIAL LOAN PACKAGE CHECKLIST

GENERAL DOCUMENTS:

- Signed Commercial Loan Application (attached)
- Business Debt Schedule (attached)
- Personal Financial Statement for each guarantor (attached)
- Real Estate Portfolio Details – Investment Properties (attached)
- US Patriot Act Disclosure (attached)
- IRS Form 4506T for the business and each guarantor (attached)
- Primary Form of ID on borrowers
- Last 3 years corporate tax returns, including K1 schedules.
- Interim corporate financial statements dated through most recent quarter.
- Last 3 years personal tax returns for each guarantor, including K1 schedules.
- Last 2 months of corporate bank statements.
- Last 2 months of personal bank statements for each guarantor.
- Application Fee

ADDITIONAL DOCUMENTS:

| Commercial Real Estate Loans |
|--------------------------------------------------------------------------------|
| <input type="radio"/> Purchase Agreement |
| <input type="radio"/> Environmental Questionnaire |
| <input type="radio"/> Copy of Lease Agreement(s) |
| <input type="radio"/> Rent Roll and Operating Expenses |
| <input type="radio"/> Construction Contract or Bid for leasehold improvements. |

OR

| Term Loans & Lines of Credit |
|--------------------------------------------------------------------------------------------------------|
| <input type="radio"/> Copy of Business License |
| <input type="radio"/> Purchase Order (for new equipment) |
| <input type="radio"/> Copies of contracts if revenues are generated mostly from contract related work. |
| <input type="radio"/> Up to date aging schedule of accounts (Receivable & Payable) |
| <input type="radio"/> Construction Contract or Bid for leasehold improvements. |

SBA (SMALL BUSINESS ADMINISTRATION) DOCUMENTS:

- DD214 if applying under Veteran’s Advantage Program.
- SBA Form 1919
- Business Plan if in operation less than 3 years.
- Income Projections with justification

PLUS:

- _____

NOTE: Unless all of the designated information is supplied within 30 days from the date of the Commercial Loan Application, Langley will consider the application withdrawn.

If you have any questions, please contact:
 Commercial Lending (757) 224-4777; CommercialLending@langleyfcu.org



COMMERCIAL LOAN / LEASE REFERRAL

TYPE OF LOAN / LEASE:
 Business Vehicle (Fleet) Loan / Lease Equipment Financing Line of Credit Commercial Mortgage
 SBA Loan Working Capital Loan

| | |
|-------------------|-----------------------|
| Amount Requested: | Purpose/Use of Funds: |
|-------------------|-----------------------|

Collateral:

COMPANY INFORMATION

| | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------|----------------|----------------|-------------------|
| Business Name: | | DBA Name: | | | |
| Address : | | City: | State: | Zip: | County: |
| Phone: | Fax: | Website: | | | |
| Legal Status: <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Trust <input type="checkbox"/> Non Profit | | | | | |
| Tax I.D. Number | Date Bus. Established | Owner Since | # of Locations | # of Employees | Annual Net Income |

OWNER(s) INFORMATION (for all owners with 20% or greater ownership interest)

| | | | | |
|----------------------------------|---------------------|----------------|----------------------------------------------------------------------------------------------------|-----------------|
| 1) Name (First, MI, Last) | Title (owner, etc.) | % Ownership | Date of Birth | Place of Birth |
| Address | City | | State | Zip |
| Driver's License# | E-Mail | | Monthly Salary | Social Security |
| Home Phone | Cellular Phone# | | Are You a Member of this Credit Union? <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| 1) Name (First, MI, Last) | Title | % Ownership | Date of Birth | Place of Birth |
| Address | City | | State | Zip |
| Driver's License# | E-Mail | Monthly Salary | Social Security | |
| Home Phone | Cellular Phone# | | | |

MISCELLANEOUS INFORMATION

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 THERE ANY DELINQUENT STATE OR FEDERAL TAXES OWED BY THE BUSINESS? YES NO

IS THE BUSINESS FOR SALE OR UNDER AGREEMENT THAT WOULD CHANGE THE OWNERSHIP OF THE BUSINESS? YES NO

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

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



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 Langley Federal Credit Union (Langley) immediately of any material changes in this application. You authorize Langley or its assigns to contact any bank, business credit reporting and credit bureau agencies and associations it deems necessary without further notice to obtain credit information. You also authorize Langley 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 Langley whether or not the loan/lease is granted.

| | | |
|---------------------------------------------|------|-------|
| Applicant/Guarantor Signature | Date | Title |
| Co-Applicant/Guarantor Signature (Required) | Date | |
| Co-Applicant/Guarantor Signature (Required) | Date | |
| Co-Applicant/Guarantor Signature (Required) | Date | |

For office use only

| | | |
|--------|---------------|--------|
| Branch | Employee Name | E-mail |
|--------|---------------|--------|



BUSINESS DEBT SCHEDULE

COMPANY NAME: _____ **Date:** _

INDEBTEDNESS: Furnish the following information on all installment debts, contracts, notes and mortgage payable in the name of the business. Indicate by an asterisk (*) items to be paid by loan proceeds and reason for paying same (present balance should agree with latest balance sheet submitted). Do not include accounts payable or accrued liabilities. Do not include personal debt.

| CREDITOR Name/Address | ORIGINAL DATE | ORIGINAL AMOUNT | PRESENT BALANCE | INTEREST RATE | MONTHLY PAYMENT | MATURITY DATE | COLLATERAL/ SECURITY |
|--------------------------------|---------------|-----------------|-----------------|---------------|-----------------|---------------|----------------------|
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| TOTAL PRESENT BALANCE** | | | \$ | | | | |

*Date should be the same as interim Financial Statement ** Total must agree with balance shown on interim balance sheet

Signature Date

LANGLEY FEDERAL CREDIT UNION

CONFIDENTIAL

PERSONAL FINANCIAL STATEMENT AS OF _____, 2____

IMPORTANT: Read these directions before completing this Statement

- () If you are applying for individual credit in your own name and are relying on your income or assets and not the income of another person as the basis for repayment of the credit requested, complete only Section 1 and 3.
- () If you are applying for joint credit with another person, complete all Sections providing information in Section 2 about the joint applicant.
- () If you are applying for individual credit, but are relying on income from alimony, child support, or separate maintenance or on the income or assets of another person as a basis for repayment of the credit requested, complete all Sections, providing information in Section 2 about the person on whose alimony, support, or maintenance payments or income or assets you are relying.
- () If this statement relates to your guaranty of the indebtedness of another person(s), firm(s), or corporation(s), complete Sections 1 and 3.

| SECTION 1 - INDIVIDUAL INFORMATION (Type or Print) | | SECTION 2 - OTHER PARTY INFORMATION (Type or Print) | |
|----------------------------------------------------|------------|-----------------------------------------------------|------------|
| Name | | Name | |
| SSN | DOB | SSN | DOB |
| Residence Address | | Residence Address | |
| City,State,Zip | | City,State,Zip | |
| Position or Occupation | | Position or Occupation | |
| Business Name | | Business Name | |
| Business Address | | Business Address | |
| City,State,Zip | | City,State,Zip | |
| Res. Phone | Bus. Phone | Res. Phone | Bus. Phone |

| SECTION 3 - STATEMENT OF FINANCIAL CONDITION (Complete all Pages) | | | |
|-------------------------------------------------------------------|------|----------------------------------------------------------|------|
| ASSETS | | LIABILITIES | |
| | (\$) | | (\$) |
| Cash on Hand In LFCU | | Debts Owed to Banks (Detail in Schedule C) | |
| Deposits in Other Institutions | | Debts and Accounts Owed to Others (Detail in Schedule D) | |
| Notes and Accounts Due Me Collectible* | | Real Estate Mortgages (Detail in Schedule A) | |
| Cash Value of Life Insurance | | Taxes Accrued But Unpaid | |
| Real Estate (Detail Schedule A) | | Taxes Paid Through: | |
| Partnerships (Detail Schedule E) | | City & County: Year _____ | |
| Stocks, Bonds, Security Accts (Detail in Schedule B) | | State: Year _____ | |
| Vehicles (Make/Model/Year): | | Federal: Year _____ | |
| | | | |
| Other Assets: | | Other Liabilities: | |
| | | | |
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| | | | |
| | | | |
| | | Total Liabilities | |
| | | Net Worth | |
| Total Assets | \$ | Total Liab & Net Worth | \$ |

* If over \$1,000, itemize in provided Schedules or on Separate Schedules

| SOURCES OF INCOME FOR YEAR ENDED _____ | | PERSONAL INFORMATION | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-----------------------------------------------------------------------------------------------------------|--|
| Salary, Bonuses, Commissions | \$ | Do you have a will? _____ If so, provide name of executor. | |
| Dividends / Interest | \$ | Are you a partner, owner or officer in any other venture? _____ If so, describe. | |
| Real Estate Income | \$ | Are you obligated to pay alimony, child support, or separate maintenance payments? _____ If so, describe. | |
| Other Income | \$ | Are any assets pledged other than as described on schedules? _____ If so, describe. | |
| Alimony, child support, or separate maintenance income need not be revealed if you do not wish to have it considered as a basis for repaying this obligation. | | | |
| TOTAL | \$ | Income tax settled through (date) | |
| | | Are you a defendant in any suits or legal actions? | |
| CONTINGENT LIABILITIES | | Personal Bank Accounts carried at: | |
| Do you have any contingent liabilities? _____ If so, describe | | | |
| As endorser, co-maker or guarantor | \$ | Have you ever been bankrupt? _____ If so, when _____ and describe | |
| On leases or contracts? | \$ | | |
| Legal Claims | \$ | | |
| Other Special Debt | \$ | | |
| Amount of Contested Income Tax Liens | \$ | | |

ATTACH SEPARATE SCHEDULES IF NECESSARY

SCHEDULE A - REAL ESTATE

| Address and Type of Property | Titled in Name Of | Cost (\$) | Present Market Value (\$) | Total Balance Owed (\$) | Mortgage Held By | |
|------------------------------|-------------------|-----------------|---------------------------|-------------------------|------------------|-----------|
| | | Year Acquired | | | Payment (\$) | Frequency |
| | | Cost (\$) | | | | Per _____ |
| | | Year | | | | |
| | | Cost (\$) | | | | Per _____ |
| | | Year | | | | |
| | | Cost (\$) | | | | Per _____ |
| | | Year | | | | |
| | | TOTAL \$ | | | | Per _____ |

SCHEDULE B - STOCKS AND BONDS

| No. Shares or Bond Amount (\$) | Description | Titled in Name Of | Amount at which Carried on this Statement (\$) | Present Market Value (\$) | L-Listed or U-Unlisted |
|--------------------------------|-------------|-------------------|------------------------------------------------|---------------------------|------------------------|
| | | | | | |
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| | | | TOTAL \$ | | |

SCHEDULE C - DEBTS OWED TO BANKS, CREDIT UNIONS (Including Credit Cards & Lines of Credit)

| Name of Bank/CU | Collateral Pledged as Security or Name of Co-Maker or Endorser | Monthly Payment (\$) | Current Balance (\$) |
|-----------------|----------------------------------------------------------------|----------------------|----------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | TOTAL \$ | |

SCHEDULE D - DEBTS AND ACCOUNTS OWED TO OTHERS (Itemize Debts over \$500; Combine Debts under \$500)

| Name of Creditor | Collateral | Monthly Payment (\$) | Current Balance (\$) |
|------------------|------------|----------------------|----------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | TOTAL \$ | |

SCHEDULE E - PARTNERSHIPS

| Name / Description | NOI (\$) | Debt Service (\$) | Gross Value (\$) | Debt (\$) | % Ownership | Net Value (\$) |
|--------------------|----------|-------------------|------------------|-----------|-------------|----------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

SCHEDULE F - LIFE INSURANCE

| Insurance Company | Insured | Beneficiary | Face Value (\$) | Policy Loans | Cash Value (\$) |
|-------------------|---------|-------------|-----------------|--------------|-----------------|
| | | | | | |
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| | | | | | |

I authorize Langley Federal Credit Union to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness, including but not limited to credit bureau inquiries, verification of tax returns with the IRS, credit and banking references, etc. I certify the above and the statements contained in the attachments are true and accurate of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. I understand FALSE statements may result in forfeiture and possible prosecution by the U.S. Attorney General. (Ref. 18 U.S. C. 1001).

Signature (Individual) _____

Date Signed _____

Signature (Other Party) _____

Real Estate Portfolio Details - Investment Properties

Business Name: _____

| <i>Address</i> | <i>Property Owner- Percentage of Ownership</i> | <i>Annual Rental Income</i> | <i>Annual Property Expenses</i> | <i>Monthly Mortgage Payment</i> |
|----------------|--------------------------------------------------------|---------------------------------|-------------------------------------|-------------------------------------|
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Signature: _____

Date: _____



US PATRIOT ACT DISCLOSURE

Under Federal Regulation US Patriot Act, we are required to obtain the following information failure to provide this information can delay processing your request.

Date: _____ Account No. _____

Customer Name: _____

Do you import? YES NO
From which countries? _____

Describe Products Imported: _____

Do you export? YES NO
To which countries? _____

Describe Products Exported: _____

Do you use Letters of Credit? YES NO
Could you mention the names of the Confirming / Advising credit union (s)

Account Activity

1. Expected average balance _____

2. Wire Transfers? YES NO If "YES", to which countries _____

Annual amount expected to be wired to foreign countries: \$ _____

Annual amount expected to be wired from foreign countries: \$ _____

3. Average number of monthly drawings _____

4. On a regular basis will you purchase:
____ Money Orders ____ Official Checks ____ Travel Checks

Purpose of the above purchase: _____

Source of Funds

What is the origin of funds being deposited in the account and what percentage?

1. % of payments from customers _____

2. % of sale of corporate assets _____

3. % of sale of personal assets _____

4. % Other _____

Completed by:

Print Name: