



Requirements for US Small Business Administration Guaranteed Loans

The items listed below are required to process your loan with Financial Resources Federal Credit Union (FRFCU). Please complete the applicable forms and provide the documentation listed below. Your FRFCU loan officer is readily available should you have any questions. Please type or write in ink when filling out all forms. **Tax returns should include all schedules and must contain original ink signatures.**

Preliminary Information:

- FRFCU SBA Loan Application

- Executive Summary or History of Business Form and Management Resume

- Borrower Information Form (Form 1919)** Complete this form for: (1) each proprietor, or (2) each limited partner who owns 20% or more interest & each general partner, or (3) each stockholder owning 20% or more voting stock and each corporate officer and director, or (4) other person or entity providing a guaranty on the loan.

- Completed Personal Financial Statement** - Complete this form for: (1) each proprietor, or (2) each limited partner who owns 20% or more interest & each general partner, or (3) each stockholder owning 20% or more voting stock and each corporate officer and director, or (4) other person or entity providing a guaranty on the loan.

- 4506-T Form Signed** (One for Borrowing Entity and for all applicants or guarantors with 20% or more ownership in the borrowing entity)

- All Other SBA Forms (SBA Form 159, SBA Form 601))

- Source of Capital Injection& Use of Proceeds (Attach Proof of Equity Injection- Bank Statements, Investments, Others)

- Debt Schedule

- 3 years complete Individual Federal Income Tax Returns** for all applicants or guarantors with 20% or more ownership in the borrowing entity

- 3 years Business Tax Returns or K-1's** for any other entities that affect personal or business cash flow

- Current Year Interim Balance Sheet & Profit and Loss Statements

- A copy of the proposed **Purchase and Sale Agreement or Letter of Intent**

- Draft Lease or Letter of Intent on property being purchased or leased.

- Franchise Documentation (FDD Agreement)

- Certificate of Formation & Tax ID Document

- Business Plan

- 3 Years Projections (First two years broken down monthly)

- Environmental Questionnaire if applicable

ALL PHOTOCOPIED DOCUMENTS MUST BEAR ORIGINAL SIGNATURES.

**If you have any questions, contact Member Business Lending at
DISTRIBUTION_MBL@finresc.org**



SBA LOAN APPLICATION

BORROWER(S) INFORMATION

BORROWER(S) will be:

Individual(s) Trust Partnership General Limited) LLC Corporation Other: _____

Name of Borrower(s): (name of individuals, partnership, corp., etc.)

Legal entity that will own the property: (name of individuals, partnership, corp., etc.)

Mailing Address:

Telephone Number:
() - -

Brief Description of Business (if applicable):

List below the names of individual borrower(s); general partner(s), if partnership; or officer(s), if corporation. Under Title indicate "Indiv", "Prtnr", "Pres.", "V. Pres.", "Treas.", etc. or "Stockholder" as appropriate.

Name	Phone No.	Home Address	Title	% Owner
	() -			%
	() -			%
	() -			%
	() -			%

LOAN REQUEST: Amount: \$

PURPOSE OF LOAN

<input type="checkbox"/> Land and Building Acquisition Property Address	City	County	State	Zip code
Site/Lot Size	No. Buildings	No. Stories	No. of units	No. Parking Spaces
				Year built

Brief description and year of improvements on subject property:

<input type="checkbox"/> Building Improvements and Repairs	Amount \$	Details
<input type="checkbox"/> Acquisition of Machinery and Equipment	Amount \$	Details
<input type="checkbox"/> Acquisition of Furniture/Fixtures	Amount \$	Details
<input type="checkbox"/> Inventory Purchase	Amount \$	Details
<input type="checkbox"/> Working Capital Needs	Amount \$	Details
<input type="checkbox"/> Acquisition of an Existing Business	Amount \$	Details
<input type="checkbox"/> Repayment or Refinancing of Debt	Amount \$	Details
<input type="checkbox"/> Franchise Financing	Amount \$	Details

Remaining funds to be used to:

Source of Capital Injection/ Down Payment		
SOURCE OF FUNDS	Amount of Funds	Details (Bank Name or Financial Institution)
Cash on Hand	\$	
Cash on Checking Account	\$	
Cash in Savings Account	\$	
Sale of Investments/Assets	\$	
Financing Obtained by additional mortgage on personal real estate.	\$	
Business Assets already obtained Transferred to this business	\$	
Loan from Family Member	\$	
Loan from Other source	\$	
Gift	\$	
Other	\$	
Total Capital Injection	\$	

AGREEMENT

The undersigned applies for the loan indicated in this application to be secured by the property described herein, and represents that the property will not be used for any illegal or restricted purpose, and that all statements made in this application and the attachments are true and are made for the purpose of obtaining the loan. Verification may be obtained from any source named in this application and/or attachments.

I/We fully understand that it is a federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements concerning any of the above facts as applicable under the provisions of Title 18, United States Code, Section 1014.

Signer	Title	Date
Signer	Title	Date
Signer	Title	Date
Signer	Title	Date

Credit Information Authorization/Declarations (Individual Applicants/Guarantors Only)

Legal name(s) as it/they should appear on all loan documents: [include first, middle and last name(s)]

Individual Name: _____

Date of Birth: _____ Social Security Number: _____

Spouse or Domestic Partner: _____

Date of Birth: _____ Social Security Number: _____

Home Address: _____

Home Phone Number: _____

Instructions to married applicants and to partners registered under the New Jersey Domestic Partnership Law.

Your Financial Statement/Credit Application should provide credit information relating to your spouse or partner unless you are separated and your separated spouse or partner is not also applying for this loan. Unless you indicate otherwise, the Credit Union will assume (1) All property listed is community property. (2) All debts listed for you or your spouse or partner are community obligations.

Who is applying:

You are providing credit information for the purpose of obtaining or guaranteeing a loan. You understand that you may apply for this credit in your name alone or with someone else regardless of your marital status. You are applying:

- In your name alone _____ **Initial here.**
- With your spouse or New Jersey registered domestic partner _____ **Initial here.** If you are a New Jersey registered domestic partner, answer the rest of the questions as if you were married.
- Your name along with _____ whose separate financial statement is being provided. _____ **Initial here.**

Your marital status (answer only if this financial statement is provided in connection with secured credit or if you live in a community property state, such as California, Nevada or Arizona):

- Married _____ **Initial here.**
- Separated or _____ **Initial here.**
- Unmarried (includes single, divorced, widowed) _____ **Initial here.**

Authorization:

The Credit Union is authorized to make inquiries as necessary to verify the accuracy of the credit information you have provided and to determine your creditworthiness at any time for any reason related to this credit transaction. The Credit Union may retain this information and may seek credit information about you or your spouse or registered domestic partner by obtaining a consumer credit report or otherwise.

You understand that from time to time the Credit Union may receive information about you from others and may answer questions and requests from others (including, but not limited to loan brokers, SBA and their

agents) seeking credit experience information and credit documentation about you and your relationships with the Credit Union. This may include sharing this information within the Credit Union.

Acknowledgement:

You have read, understand and agree that the Credit Union may rely on this Authorization. You acknowledge that commercial real estate and SBA loan approvals will be in writing subject to terms set forth in a commitment letter. SBA loans are subject to authorization from the Small Business Administration.

Declarations:

PLEASE ANSWER THE FOLLOWING QUESTIONS FOR YOURSELF AND YOUR SPOUSE OR REGISTERED DOMESTIC PARTNER

	YES	NO
1. Are there any outstanding judgments against you?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you been declared bankrupt within the past 7 years?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you had property foreclosed upon or given title or deed in lieu thereof in the last 7 years?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are you a party to a law suit?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you directly or indirectly been obligated on any loan which resulted in foreclosure, transfer of title in lieu of foreclosure, or judgment? (This would include such loans as home mortgage loans, SBA loans, home improvement loans, educational loans, manufactured (mobile) home loans, any mortgage, financial obligation, bond or loan guarantee. (If yes, provide details, including date, name and address of Lender, FHA or VA case number, if any, and reasons for the action)	<input type="checkbox"/>	<input type="checkbox"/>
6. Are presently delinquent or in default on any Federal debt or any other loan, mortgage, financial obligation, bond or loan guarantee? (If yes, give details as described in the preceding question).	<input type="checkbox"/>	<input type="checkbox"/>
7. Are you obligated to pay alimony, child support, or separate maintenance?	<input type="checkbox"/>	<input type="checkbox"/>
8. If this is a loan to purchase or refinance real estate, is any part of the down payment borrowed?	<input type="checkbox"/>	<input type="checkbox"/>
9. Are you a co-maker or endorser to a note?	<input type="checkbox"/>	<input type="checkbox"/>
10. Are you a U. S. citizen?	<input type="checkbox"/>	<input type="checkbox"/>
11. Are you a resident alien?	<input type="checkbox"/>	<input type="checkbox"/>

If you answer yes to any of these questions, please give details (attach separate sheet(s) if necessary):

Signature: _____

Date: _____

Borrowing Spouse or Domestic Partner

Signature (Only if applying jointly): _____

Date: _____

Declarations for Business Applicants

Type of entity Partnership (General Limited) LLC Corporation LLP

Legal name of entity: _____

If you answer "Yes" to any questions a through g, please use a continuation sheet for explanation.

	Borrower		Co-Borrower	
	Yes	No	Yes	No
a. Are there any outstanding judgments against you?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Have you been declared bankrupt within the past 7 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Have you had property foreclosed upon or given title or deed in lieu thereof in the last 7 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Are you a party to a lawsuit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Have you directly or indirectly been obligated on any loan of which resulted in foreclosure, transfer of title in lieu of foreclosure, or judgment? (This would include such loans as home mortgage loans, SBA loans, home improvement loans, educational loans, manufactured (mobile) home loans, any mortgage, financial obligation, bond, or loan guarantee. If "Yes," provide details, including date, name, and address of Lender, FHA or VA case number, if any, and reasons for the action.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Are you presently delinquent or in default on any Federal debt or any other loan, mortgage, financial obligation, bond, or loan guarantee? If "Yes," give details as described in the preceding question.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Is any part of the down payment borrowed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ACKNOWLEDGMENT AND AGREEMENT

Each of the undersigned specifically represents to Lender and to Lender's actual potential agents, brokers, processors, attorneys, insurers, servicers, successors and assigns and agrees and acknowledges that the information provided is true and correct as of the date set forth. The undersigned applies for the loan indicated in this application to be secured by real property and represents that the property will not be used for any illegal or restricted purpose, and that all statements made in this application and the attachments are true and are made for the purpose of obtaining the loan. Verification may be from any source named in this application and/or attachments.

I/We fully understand that it is a federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements concerning any of the above facts as applicable under the provisions of Title 18, United States Code Section .1014.

Signer:	Title:	Date:
Signer:	Title:	Date:
Signer:	Title:	Date:
Signer:	Title:	Date:



**IMPORTANT NOTICE CONCERNING YOUR RIGHT
TO RECEIVE A COPY OF THE APPRAISAL REPORT WE
OBTAIN IN CONNECTION WITH YOUR LOAN APPLICATION**

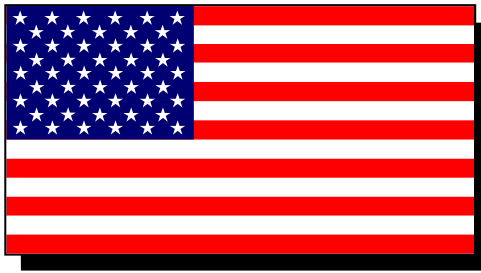
You have a right to a copy of the appraisal report an evaluation used in connection with your application for credit. If you wish a copy, you must write to us at the MBL Department, 520 Route 22 East, Bridgewater, NJ 08807. We must receive your request no later than 90 days after we notify you about the action taken on your credit application or you withdraw your application.

Your right to receive a copy of the appraisal or evaluation requires that you reimburse us for the expense we incurred in obtaining and copying the report. We will advise you of the cost when we receive your request.

Please note that any appraisal we obtain in connection with your loan application will be for the purpose of assisting us in determining whether to extend credit to be secured by the appraised property, and if so, upon what terms. Depending upon the amount and nature of the loan you have requested and other factors, the appraisal may be conducted by a certified appraiser or a licensed appraiser. The person performing the appraisal may be our own employee or he or she may be an independent contractor. The appraisal report should not be relied upon by your or anyone else to determine the value, description or condition of the property. If you wish professional assistance in determining those matters, you should retain your own appraiser or other advisor.

If your application relates to nonresidential real property or to real property containing more than four dwelling units, California law requires that we advise you that this right only extends to the appraisal report(s) we have obtained from a licensed or certified appraiser for the purpose of evaluating your pending request for an extension of credit.

An evaluation is not an appraisal report as defined by Federal Banking Regulations. This evaluation was performed by FRFCU solely for its own internal use in underwriting a loan request. No reliance should be placed upon this evaluation as representing the value of the subject real estate. Use of this evaluation for any purpose other than its intended use renders this evaluation invalid. The producers of this evaluation, Sonoma Bank and its agents assume no responsibility for the misuse of this evaluation and make no representation regarding the accuracy of the information used therein or of the conclusions obtained.



**USA
PATRIOT ACT**

**IMPORTANT INFORMATION
ABOUT OPENING A LOAN**

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, 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.