



Member Business Loan Application

REQUESTED LOAN INFORMATION

Loan Amount: \$	Borrower Name:				Year Established:	Tax Id:
Borrower Type:	Individual <input type="checkbox"/>	Corporation <input type="checkbox"/>	LLC <input type="checkbox"/>	LLP <input type="checkbox"/>	Trust <input type="checkbox"/>	Other <input type="checkbox"/>
Telephone:	Facsimile:	Cell Phone:	EMAIL Address:			
Business Address:			Type of Business:			
Borrower's Attorney:	Address	City	State	Zip	Telephone: () ()	Facsimile: () ()
Borrower's Accountant	Address	City	State	Zip	Telephone: () ()	Facsimile: () ()
Property Type:	<input type="checkbox"/> Retail <input type="checkbox"/> Warehouse	<input type="checkbox"/> Industrial <input type="checkbox"/> Multi-family	<input type="checkbox"/> Office <input type="checkbox"/> Mixed-use	<input type="checkbox"/> Self Storage <input type="checkbox"/> Other (specify)	<input type="checkbox"/> Special-Single Use _____ % residential occupied	
Occupancy: <input type="checkbox"/> Owner Occupied <input type="checkbox"/> Investor Owned	Loan Purpose: <input type="checkbox"/> Purchase <input type="checkbox"/> Cash out refinance <input type="checkbox"/> Rate/Term Refinance	Primary Source of Borrower Income: <input type="checkbox"/> Self-Employment <input type="checkbox"/> Employment <input type="checkbox"/> Investment		Primary Source of Guarantor/Co-Borrower Income: <input type="checkbox"/> Self-Employment <input type="checkbox"/> Employment <input type="checkbox"/> Investment		

SOURCES AND USES OF LOAN PROCEEDS

Business Loan - Mortgage Refinance		Real Estate - Equipment Purchase	
P/O Mtg. 1:	\$	Purchase Price:	\$
P/O Mtg. 2:	\$	Down Payment:	\$
P/O Taxes:	\$	Seller Financing:	\$
Est. Closing Costs:	\$	Other:	\$
Other:	\$	Loan Amount:	\$
Loan Amount	\$	Purchase Contract Expires:	/ /
Explain Other:	See attached exhibit:	Terms (Subordinate Debt):	

PROPOSED COLLATERAL

Property Owner:			# of Buildings:			
Property Street Address:			City:	State:	Zip:	
Bldg. Size:	Yr. Built:	# of Units:	# of Units Occupied:	Total sq. ft.:	% Occupied:	
Purchase Price Original Purchase Date: / /	Annual Property Taxes:		Existing Liens: \$ \$	Existing Lien Holders:		
Real Estate Value: \$	Source: Appraisal <input type="checkbox"/> Sales Price <input type="checkbox"/> Other <input type="checkbox"/>		Date (Source): / /			
How will property be managed? <input type="checkbox"/> Self Managed <input type="checkbox"/> Property Management Company	If self managed, do you currently manage other properties? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, how many? __ Properties __ Units How long? __ Yrs. __ Mo.			

If Collateral is other than real estate, describe (new, used, mileage, hours, useful life, approximate value):

Property Insurance Agent/Broker: Telephone: Facsimile:

IF SELF EMPLOYED OR IF CORPORATE ENTITY IS BORROWER

Business Name:	Years in Business	NAICS CODE:	Annual Revenue: \$	Market Territory:
Tax Identification Number:	Occupational License Type/Number:		# of Employees:	# of Customers:

Trade Suppliers: (Name, City/State, Contact, Telephone #)

- 1.
- 2.
- 3.
- 4.

Principal Name: _____ Address: _____ Telephone: _____
% Ownership: _____ Title: _____ Social Security # _____ Telephone # _____
Date of Birth: _____ Place of Birth: _____ US Citizen If No, Alien Registration # _____
 I am not on probation parole or under indictment
 I have you never been arrested, charged with or convicted of a felony or non motor vehicle offense?
 I have not been declared bankrupt within the past 7 years. I am not a party to a lawsuit.
 I am not on under criminal indictment on probation or parole. I have never defaulted on any Federal Debt.
 I have not had a property foreclosed within the last 7 years. I am a US Citizen or permanent Resident Alien.
 I have not had a business or occupational license revoked within the past 7 years.

Principal Name: _____ Address: _____ Telephone: _____
% Ownership: _____ Title: _____ Social Security # _____ Telephone # _____
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Disclosures

If your application for business credit is denied, you have the right to a written statement of the specific reasons for the denial. To obtain the statement, please contact Hanscom Federal Credit Union, 1510 Eglin St., Hanscom AFB, MA 01731, 781.698.2000 within 60 days from the date you are notified of our decision. We will send you a written statement identifying the reasons for the denial within 30 days of receiving your request for the statement.

Notice:

The federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning this creditor is the National Credit Union Administration, Office of Consumer Protection (OCP), 1775 Duke St. Alexandria, VA 22314.

If your loan is secured by a 1st mortgage on a residential dwelling you have the right to receive a copy of your appraisal report if one was required and ordered by us as a condition of your loan request. We will provide you with a copy of your appraisal report upon completion and our review, at no additional cost to you, and no less than three business days prior to the closing of your loan.

Please retain these disclosures and a copy of your application for your records.

The undersigned specifically (1) authorizes Octant Business Services LLC, an agent for Hanscom Federal Credit Union to make inquiries as necessary to verify the accuracy of the statements made and determine my creditworthiness. (2) attests that any collateral property securing this loan will not be used for any illegal or prohibited purposes or use; (3) all statements made in this application are made for the purpose of obtaining the loan indicated herein; (4) occupation of the property will be as indicated above; (5) verification or revivification of any information contained in the application may be made at any time by the Lender, its agents, successors and assigns, either directly or through a credit reporting agency, from any source named in this application, and the original copy of this application will be retained by Lender, even if the loan is not approved; (6) the Lender, its agents, successors and assigns will rely on the information contained in the application and I/we have continuing obligation to amend and/or supplement the information provided in this application if any of the material facts which I/we have represented herein should change prior to closing; (7) In the event my/our payments on the loan indicated in this application become delinquent, the Lender its agents, successors and assigns, may, in addition to all other rights and remedies, report my/our name (s) and account information to a credit reporting agency; (8) ownership of the loan may be transferred to successors or assigns of the Lender without notice to me and/or the administration of the loan account may be transferred to an agent, successor or assign of the Lender with the prior notice to me; The undersigned further certify that the information provided in this application is true and correct as of the date set forth opposite my/our signature(s) on this application and acknowledge my/our understanding that any intentional or negligent misrepresentation(s) of the information contained in this application may result in civil liability and/or criminal penalties including, but not limited to, fine or imprisonment or both under the provisions of Title 18, United States Code, Section 1001, et. Seq. and liability for monetary damages to the Lender, its agents, successors and assigns, insurers and any other person who may suffer any loss due to the reliance upon any misrepresentation which I/we may have made in the application. If signing on behalf of an entity and not as an individual, I/we certify that I/we have the authoritative capacity to sign on behalf of the Applicant(s).

Legal Name of Business:

Signature(Owner, Partner, Member, Authorized Officer)	Print Name	Title	Date
Signature(Owner, Partner, Member, Authorized Officer)	Print Name	Title	Date
Signature(Owner, Partner, Member, Authorized Officer)	Print Name	Title	Date
Signature(Owner, Partner, Member, Authorized Officer)	Print Name	Title	Date
Guarantor Signature	Print Name	Title	Date
Guarantor Signature	Print Name	Title	Date
Guarantor Signature	Print Name	Title	Date
Guarantor Signature	Print Name	Title	Date

For corporations: Resolved: the above are authorized to apply for credit and enter into binding loan agreements on behalf of this corporation. Further Resolved: That each officer named above is authorized to enter loan renewal, modification, extension and security agreements on behalf of the corporation. Certification: I certify that: I am Secretary or Clerk of this corporation, the foregoing resolution was duly adopted by the corporation's Board of Directors, is currently in effect, and has not been revoked or amended, and the signatures and titles set forth above on this application are the genuine signatures and title of the persons indicated.

Secretary or Clerk's signature

Date



PERSONAL FINANCIAL STATEMENT
Financial Condition as of _____

Each owner who owns 20% or more of the business is required to guarantee any loans granted to the applicant and as a result must complete this personal financial statement. Make copies as necessary. Spouses may use just one form if applying jointly. Please indicate whether individual or joint credit is requested.

_____ Individual credit – If relying on your own income and not the income and assets of a spouse or another person as a basis for extension of or repayment of credit, complete the financial statement below only as it applies to you individually. Do not provide any information about a spouse or other person. Sign the financial statement.

_____ Joint credit – If applying for joint credit or for individual credit relying on your own income and/or assets of a spouse or another person as a basis for extension of or repayment of credit requested, complete the financial statement below. Include information about income, assets and liabilities of both parties. Both applicant and spouse or co-applicant must sign this statement.

Name:	Business Phone:
Residence Address:	Residence Phone:
City, State, & Zip Code:	Primary Banking Relationship:
Business Name of Applicant/Borrower:	Personal Tax returns Filed For Years:
ASSETS (omit cents)	LIABILITIES (omit cents)
Cash on Hand and in Banks _____ Savings Accounts _____ IRA or Other Retirement Accounts _____ Accounts & Notes Receivable _____ Life Insurance - Cash Surrender Value Only _____ (Describe in Section 8) Stocks and Bonds _____ (Describe in Section 3) Real Estate _____ (Describe in Section 4) Automobile - Present Value _____ Other Personal Property _____ (Describe in Section 5) Other Assets _____ (Describe in Section 5) <div style="text-align: right;">Total \$ _____</div>	Accounts Payable _____ Notes payable to Banks and Others _____ (Describe in Section 2) Installment Account (Auto) _____ Mo. Payments \$ _____ Installment Account (Other) _____ Mo. Payments \$ _____ Loan on life insurance _____ Mortgages on real Estate _____ (Describe in Section 4) Unpaid Taxes _____ (Describe in Section 6) Other Liabilities _____ (Describe in Section 7) Total Liabilities _____ <div style="display: flex; justify-content: space-between;">Net WorthTotal \$ _____</div>
Section 1. Source of Income	Contingent Liabilities
Salary..... _____ Spouse Salary..... _____ Net Investment Income..... _____ Real Estate Income..... _____ Other Income (Describe Below)* _____	As Endorser or Co-Maker..... _____ _____ Legal Claims and Judgments..... _____ _____ Provision for Federal Income Tax..... _____ _____ Other Special Debt..... _____
Description of Other income in Section 1.	

*Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.

Section 2.**Notes Payable to Bank and Others**

(Use attachments if necessary. each attachment must be identified as part of this Statement and signed)

Name of Note Holder	Original Balance	Current Balance	Payment Frequency	Collateral

Section 3. Stocks and Bonds

(Use attachments if necessary. Each attachment must be identified as a part of this Statement and signed.)

Number of Shares	Name of Securities	Cost	Market Value Quote/Exchange	Date of Quote/Exchange	Total Value

Section 4.**Real Estate Owned**

(List each parcel separately. Use attachments if necessary. Each attachment must be identified as a part of this Statement and signed.)

	Property A	Property B	Property C	Property D
Type of Property				
Name/Address of Title Holder				
Date Purchased				
Original Cost				
Present Market Value				
Name/Address of Mortgage Holder				
Mortgage Account Number				
Mortgage Balance				
Amount of Payment Per Month/Year				
Status of Mortgage				

Section 5. Other Personal Property

(Describe, and if any is pledged as security, state name and address of lien holder, amount of lien and terms of payment, and if delinquent, describe delinquency).

Section 6. Unpaid Taxes

(Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches).

Section 7. Other Liabilities

(Describe in detail)

Section 8. Life Insurance Held

(Give face amount and cash surrender value of policies - name of insurance company and beneficiaries).

I/We authorize Octant Business Services, LLC as agent for Hanscom Federal Credit Union to make inquiries as necessary to verify the accuracy of the statements made and determine my/our creditworthiness. I/We certify the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. I/We understand FALSE statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General (Reference 18 U.S.C. 1001).

Signature: _____ Date: _____ Social Security Number: _____

Signature: _____ Date: _____ Social Security Number: _____

Home Mortgage Disclosure and Signatures

1. Is your loan request for the purchase of, or improvement to, or a refinance of a residential property? (By definition, it is residential property if 50% or more of the rental income comes from the residential units.) Yes No
2. Will the borrower be a: (Check one) Individual(s)? Partnership? Corporation? Trust?

If the answer to question 1 is Yes and the answer to question 2 is Individual or Partnership, please read the information on the following page and initial where indicated.

Information for Government Monitoring Purposes

The purpose of collecting the information is to help ensure that all applicants are treated fairly and that the housing needs of communities and neighborhoods are being fulfilled. For residential mortgage lending, Federal law requires that ask applicants for their demographic information (ethnicity, race and sex) in order to monitor our compliance with equal credit opportunity, fair housing, and home mortgage disclosure laws. You are not required to provide this information, but are encouraged to do so. You may select one or more designations for "Ethnicity" and one or more designations for "Race".

Applicant:

Ethnicity: Check one or more

- Hispanic or Latino
 - Mexican
 - Puerto Rican
 - Cuban
 - Other Hispanic or Latino – Print origin, for example, Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard and so on:
-

- Not Hispanic or Latino
- I do not wish to provide this information

Race: Check one or more:

- American Indian or Alaska Native – Print name of enrolled or principal tribe:

 - Asian
 - Asian Indian
 - Chinese
 - Filipino
 - Japanese
 - Korean
 - Vietnamese
 - Other Asian – Print race, for example, Hmong, Laotian, Thai, Pakistani, Cambodian, and so on:
-

- Black or African American
 - Native Hawaiian or Other Pacific Islander
 - Native Hawaiian
 - Guamanian or Chamorro
 - Samoan
 - Other Pacific Islander – Print race, for example, Fijian, Tongan, and so on:
-

- White
- I do not wish to provide this information

Sex:

- Female
- Male
- I do not wish to provide this information

To Be Completed by Financial Institution (for an application taken in person)

Was the ethnicity of the applicant collected on the basis of visual observation or surname:

- Yes
- No

Was the race of the applicant collected on the basis of visual observation or surname:

- Yes
- No

Was the sex of the applicant collected on the basis of visual observation or surname:

- Yes
- No

The law provides that we may not discriminate on the basis of this information, or on whether you choose to provide it. However, if you choose not to provide the information and you have made this application in person, Federal regulations require us to note your ethnicity, race, and sex on the basis of visual observation or surname. If you not wish to provide some or all of this information, please check below.

Co-Applicant:

Ethnicity: Check one or more

- Hispanic or Latino
 - Mexican
 - Puerto Rican
 - Cuban
 - Other Hispanic or Latino – Print origin, for example, Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard and so on:
-

- Not Hispanic or Latino
- I do not wish to provide this information

Race: Check one or more:

- American Indian or Alaska Native – Print name of enrolled or principal tribe:

- Asian
 - Asian Indian
 - Chinese
 - Filipino
 - Japanese
 - Korean
 - Vietnamese
 - Other Asian – Print race, for example, Hmong, Laotian, Thai, Pakistani, Cambodian, and so on:
-

- Black or African American
 - Native Hawaiian or Other Pacific Islander
 - Native Hawaiian
 - Guamanian or Chamorro
 - Samoan
 - Other Pacific Islander – Print race, for example, Fijian, Tongan, and so on:
-

- White
- I do not wish to provide this information

Sex:

- Female
- Male
- I do not wish to provide this information

To Be Completed by Financial Institution (for an application taken in person)

Was the ethnicity of the applicant collected on the basis of visual observation or surname:

- Yes
- No

Was the race of the applicant collected on the basis of visual observation or surname:

- Yes
- No

Was the sex of the applicant collected on the basis of visual observation or surname:

- Yes
- No

Environmental Risk Assessment Questionnaire

Complete one questionnaire for each property

Borrower _____
 Street _____
 City/State/Zip _____

Date _____
 Credit Union _____
 Representative _____
 Amount of Loan _____

Collateral Street Address _____

Collateral City/State/Zip _____

Brief Description of Property:(include: current use, property type, construction, lot & building size)

Elevated/Low Risk Property? (circle one - see attached list for elevated business)	Elevated	Low
--	----------	-----

	(Circle One) Site	(Circle One) Adjacent Properties
Borrower Interview		
Has a prior environmental risk assessment been conducted on the Site? Please submit a complete copy of any such report(s).	Yes No Don't Know	
Are, or have there been, any "elevated risk" uses (including industrial/manufacturing operations) ? If "yes" explain below.	Yes No Don't Know	Yes No Don't Know
Are, or have there been, any oil and/or hazardous materials used or stored on the property? If "yes" explain below.	Yes No Don't Know	Yes No Don't Know
Are, or have there been, any hazardous wastes (including waste petroleum products) generated at the property? If "yes" explain below.	Yes No Don't Know	Yes No Don't Know
Are, or have there been, any underground storage tanks or above ground storage tanks located on the property? If "yes" explain below. Please submit copies of any available tank tightness tests or tank closure reports.	Yes No Don't Know	Yes No Don't Know
Have there been any releases of oil and/or hazardous material on the property?	Yes No Don't Know	Yes No Don't Know
Is the site building serviced by: 1 - an on-site septic system or 2 - the public sewer system	1 2	
Is the site building heated by: 1- fuel oil with above ground tank, 2- fuel oil with an underground tank, 3- natural gas, 4- electricity, 5-propane, or 6 - other?	1 2 3 4 5 6	
Was the site heated by another source prior to the current source?	Yes No Don't Know	
Have you ever received, or do you have knowledge of any notice of an environmental violation on the property? If "yes" explain below.	Yes No Don't Know	Yes No Don't Know

3-Inspection

Did the on-site inspection reveal any of the following (circle all applicable conditions)?

No visible issues	Oil spills	Asbestos	Stressed Vegetation
Transformers	Oil pipe lines or well caps	Above or below ground tanks leaking Unusual colored or smelling seeps	Abutting or neighborhood property issues Explain
Waste water treatment	Chemicals If yes, what type?		
Drums or storage containers leaking	Junked vehicles	Sheen on surface water	Other concerns Explain

Comments and Explanations:

CU Signature

Date _____

Borrower Signature _____

APPLICANT NAME:

SCHEDULE OF BUSINESS LIABILITIES
(Loans, Mortgages, Leases, Business Credit Cards)

Creditor (name, address)	Original Amount	Date Open	Balance	Pmts Current	Term	Monthly Payment	Collateral

By:
Title:

Date: _____