



Member FDIC  Equal Housing Lender

Thank you for considering Union Bank for your commercial financing.

Attached is a commercial loan application. Please complete and sign where indicated and return the application to us. Providing the following information with the completed application will expedite processing your loan request:

## Financial Statements and Other Information Needed

These forms, returns, reports, and projections must be submitted before your application is considered complete.

### For all applicants:

- a. Personal income tax returns for each owner, partner, stockholder, and co-signer or guarantor for the past three years.
- b. Current Personal Financial Statement of each owner, partner, stockholder, and cosigner or guarantor.
- c. Brief paragraph describing the business

### For an Existing Business:

- a. Year to date financial statements of business (balance sheet and profit & loss statements), including an aging report of accounts receivable and accounts payable.
- b. Business federal tax returns for the past three years.
- c. Projected profit & loss statement for the next full fiscal year with assumptions explained.
- d. Management biographies and/or résumés.

### For New Business Start Up or Purchase of an Existing Business:

- a. Pro-forma balance sheet listing the assets and liabilities of the business on the first day of operations.
- b. Profit & loss statement for the next full fiscal year.
- c. Provide information related to the source and amount of equity investment.
- d. Management biographies and/or résumés.
- e. Brief paragraph describing the business (e.g., history, etc.)
- f. If purchasing an existing building/business, copy of seller's past three years of business federal tax returns.

If you prefer to email the requested information and the electronic file is less than 35 MB, you may use our secure email server at [securemail.ublocal.com](mailto:securemail.ublocal.com). Once in the secure mail system, please send your application to [CommercialAdmin@ublocal.com](mailto:CommercialAdmin@ublocal.com) or directly to your commercial lender. Please note that we are unable to receive password-protected files through electronic delivery channels.

We look forward to serving your financing needs.

# Commercial Loan Application



## Applicant Information

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

Name of Borrower:	Trade Name:
Physical Address:	
Mailing Address:	
Business Location:	Telephone #:
Name of Primary Financial Institution:	Name and Address of Nearest Relative NOT living with you:
Tax ID / SSN:	Email address:
Website address:	

## Company Information

<input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> S-Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other (Explain)		
Date Ownership Began:	Number of Employees:	Describe Nature of Business (e.g., retailer, manufacturer, etc.):
NAICS Code (if applicable):		
Has the company operated at a profit during the past 3 years?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the company declared bankruptcy in the past 10 years?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the company owe any past due taxes?		<input type="checkbox"/> Yes <input type="checkbox"/> No

## Ownership Information

All partners, stockholders, or proprietors must complete the section below (attach additional sheet if necessary).

Name/Address:	Ownership %
Name/Address:	Ownership %
Name/Address:	Ownership %

## Credit Request

Amount Requested	Expected use of Proceeds

**Real Estate Collateral (Description, attach additional sheet if necessary):**

Property 1			Year Acquired	Current Market Value	# of Units	# of Multifamily Affordable Units	Occupancy, check one
Property Address	Property Type / Description	Current Legal Owner					
							Owner    Tenant
			Present Loan Balance	Loan Maturity Date	Interest Rate	Monthly Payment	Lender

Property 2			Year Acquired	Current Market Value	# of Units	# of Multifamily Affordable Units	Occupancy, check one
Property Address	Property Type / Description	Current Legal Owner					
							Owner    Tenant
			Present Loan Balance	Loan Maturity Date	Interest Rate	Monthly Payment	Lender

Property 3			Year Acquired	Current Market Value	# of Units	# of Multifamily Affordable Units	Occupancy, check one
Property Address	Property Type / Description	Current Legal Owner					
							Owner    Tenant
			Present Loan Balance	Loan Maturity Date	Interest Rate	Monthly Payment	Lender

- Multifamily Affordable Units - Number of individual dwelling units related to the property that are income-restricted under federal, state, or local affordable housing programs.

Does the proposed collateral consist of a manufactured home?  Yes  No

**Note: if the proposed collateral consists of a dwelling, please complete, and return the DATA COLLECTION FORM FOR DEMOGRAPHIC INFORMATION, attached.**

**Non-Real Estate Collateral (Description, attach additional sheet if necessary):**

Description	Date Acquired	Est. Market Value

**Job Creation:**

Number of jobs to be created as a result of the loan: \_\_\_\_\_

**Please describe nature of jobs to be created:**

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Schedule of Business Debt

Creditor 1	Date Opened	Maturity Date	Original Balance	Current Balance
	Interest Rate	Payment Amount	Collateral	

Creditor 2	Date Opened	Maturity Date	Original Balance	Current Balance
	Interest Rate	Payment Amount	Collateral	

Creditor 3	Date Opened	Maturity Date	Original Balance	Current Balance
	Interest Rate	Payment Amount	Collateral	

Creditor 4	Date Opened	Maturity Date	Original Balance	Current Balance
	Interest Rate	Payment Amount	Collateral	

Creditor 5	Date Opened	Maturity Date	Original Balance	Current Balance
	Interest Rate	Payment Amount	Collateral	

Creditor 6	Date Opened	Maturity Date	Original Balance	Current Balance
	Interest Rate	Payment Amount	Collateral	

Creditor 7	Date Opened	Maturity Date	Original Balance	Current Balance
	Interest Rate	Payment Amount	Collateral	

Creditor 8	Date Opened	Maturity Date	Original Balance	Current Balance
	Interest Rate	Payment Amount	Collateral	

Please use additional sheets, if necessary.

Agreement of Applicant

Each of the persons signing below states the following as a representative of the company named on the application (the "Applicant"): I certify that I am authorized to submit this application on behalf of the Applicant and that all information, figures and amounts provided in this application are true and complete and accurately reflect the Applicant's and my personal financial conditions as of this date.

I have no outstanding direct, indirect, or contingent obligations or liabilities, as a borrower, co-maker, endorser, guarantor, surety, or in any other capacity, to any person or entity, except those shown on this application. All assets listed in this application are free of any claims and are in the Applicant's or my name alone, except as otherwise noted.

If any material change in the financial condition of the Applicant occurs, I will notify the Bank immediately.

As long as I am obligated to the Bank, I will immediately notify the Bank in writing of any changes in my employment and of any material change in my financial condition, including any substantial reduction in my assets or the incurring of additional material liabilities. Until the Bank receives such notice from me, the Bank may continue to rely upon this statement as true and complete.

I acknowledge that (i) this application is subject to final approval of the Applicant and its owners, and that (ii) additional information may be required for the Bank to make a final credit decision. If approved, the actual credit granted may be less than the requested amount.

This application shall remain the property of the Bank.

I/we are applying for individual joint credit.

If applicant is a an individual, proprietor or general partner, sign below:

Applicant Signature Title Date

Co-Applicant Signature (if applicable) Title Date

If applicant is an entity, sign below:

Entity's Name Authorized Agent Signature

Mailing Instructions:

Please send the completed, signed application to: Union Bank c/o Commercial Lending P.O. Box 667 20 Lower Main Street Morrisville, VT 05661

Or, via email to CommercialAdmin@ublocal.com

FOR LOANS SECURED BY REAL ESTATE: We may order an appraisal to determine the property's value and charge you for this appraisal. We will promptly give you a copy of any appraisal, even if your loan does not close. You can pay for an additional appraisal for your own use at your own cost.

## Personal Financial Statement

As of, date: \_\_\_\_\_

Please complete all sections and sign on page 3.

If you are applying for individual credit in your own name and are relying on your own income, or assets and not the income or assets of another person as the basis for repayment of the credit requested, or if this statement relates to your guaranty of the indebtedness of other person(s), firm(s), or corporation(s), complete only sections 1, 3, and 4.

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. Provide information in Section 2 about the person whose alimony, support, or maintenance payments or income or assets you are relying on. 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.

Information about your spouse need not be provided unless this is a joint statement with your spouse or if you are relying on his or her income or assets to obtain credit. All parties whose assets are relied upon will be requested to sign notes or other documents required in connection with credit extended.

### Section 1 - Personal Information

### Section 2 - Other Party Information

Name			Name		
Employer			Employer		
Address of Employer			Address of Employer		
Business Phone #	# Years with Employer	Title/Position	Business Phone #	# Years with Employer	Title/Position
Previous employer & position (if with current employer less than 3 yrs.)		# Yrs.	Previous employer & position (if with current employer less than 3 yrs.)		# Yrs.
Home Address			Home Address		
Home Phone #	Social Security #	Date of Birth	Home Phone #	Social Security #	Date of Birth

Any significant changes expected in the next 12 months?  Yes  No (if yes, attach information)

### Section 3 - Statement of Financial Condition

Balance Sheet as of \_\_\_\_\_

Assets		Amount (\$)	Liabilities		Amount (\$)
Cash in Union Bank (including money market accounts CD's)		\$	Notes Payable to Union Bank		
			Secured		\$
			Unsecured		
Cash in Other Financial Institutions (including money market accounts CD's)			Notes Payable to Others (Sch D)		
			Secured		
			Unsecured		
			Accounts Payable (including Credit Cards)		
Readily Marketable Securities (Listed)			Margin Accounts		
Securities (Unlisted)			Notes Due: Partnership (Sch C)		
Non-Readily Marketable Securities			Taxes Payable		
Accounts and Notes Receivable			Mortgage Debt (Sch B)		
Net Cash Surrender Value of Life Ins. (Sch A)			Life Insurance Loans (Sch A)		
Residential Real Estate (Sch B)			Other Liabilities (List):		
Real Estate Investments (Sch B)					
Partnerships / PC interests (Sch C)					
Retirement Accounts					
Deferred Income (# Yrs deferred _____)					
Personal Property (including vehicles)					
Other Assets (List):					
<b>Total Assets</b>		<b>\$</b>	<b>Total Liabilities</b>		<b>\$</b>
			<b>Assets - Liabilities = Net Worth</b>		<b>\$</b>

# Personal Financial Statement

## Contingent Liabilities

Contingent Liabilities	Yes	No	Amount (\$)
Are you a guarantor, co-maker, or endorser for any debt of an individual, corporation, or partnership?	<input type="checkbox"/>	<input type="checkbox"/>	\$
Do you have any outstanding letters of credit or surety bonds?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any suits or legal actions pending against you?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you contingently liable on any lease or contract?	<input type="checkbox"/>	<input type="checkbox"/>	
Are any of your tax obligations past due?	<input type="checkbox"/>	<input type="checkbox"/>	
If yes for any of the above, give details:			

## Schedule A - Insurance

Insurance Company	Face Amt of Policy	Type of Policy	Beneficiary	Cash Surrender Value	Amount Borrowed	Ownership

## Schedule B - Personal Residence & Real Estate Investments, Mortgage Debt (majority ownership only)

Personal Residence		Purchase		Market Value	Present Loan Balance	Interest Rate	Loan Maturity Date	Monthly Payment	Lender
Property Address	Legal Owner	Year	Price						
Investment		Purchase		Market Value	Present Loan Balance	Interest Rate %	Loan Maturity Date	Monthly Payment	Lender
Property Address	Legal Owner	Year	Price						

## Schedule C - Partnerships (less than majority ownership for real estate partnerships)\*

Type of Investment	Date of Initial Investment	Cost	% Owned	Current Market Value	Balance Due on Partnerships: Notes, Cash Call	Current Year Investments
Business/Professional (indicate name)						
Investments (including tax shelters)						

\* Note: for investments, which represent a material portion of your total assets, please include the relevant financial statements or tax returns, or in the case of partnership investments or S-Corporations, schedule K-1's.

## Schedule D - Notes Payable

Due To	Type of Facility	Amount of Line	Secured? (Y/N)	Collateral	Interest Rate %	Maturity Date	Unpaid Balance

Please Answer the Following Questions:		Yes/No
1. Income Tax Returns filed through (date): _____ Are any returns currently being audited or contested? If so, what year? _____	2. Have (either of) you or any firm in which you were a major owner ever declared bankruptcy? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details:	
3. Have you ever drawn a will? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please furnish the name of the executor(s) and year will was drawn:	4. Have you ever had a financial plan prepared for you? <input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Do you anticipate any substantial inheritances? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:		

## Section 4 - Certification and Consent (please read carefully)

The information contained in this statement is provided to induce Union Bank to extend or to continue the extension of credit to the undersigned or to others upon the guaranty of the undersigned. The undersigned acknowledges and understands that you are relying on the information provided herein in deciding to grant or continue credit or to accept a guaranty thereof. Each of the undersigned represents, warrants and certifies that,

- (1) The information provided herein is true, correct, and complete, and gives a correct and complete showing of the financial condition of the undersigned,
- (2) The undersigned has no liabilities direct, indirect, or contingent, except as set forth in this statement, and
- (3) Legal and equitable title to all assets listed herein is in the undersigned's sole name, except as may be herein otherwise noted.

Each of the undersigned agrees to notify you immediately and in writing of any change in name, address, or employment, and of any material adverse change in any of the information contained in this statement or in the financial condition of any of the undersigned or in the ability of any of the undersigned to perform its (or their) obligations to Union Bank. In the absence of such notice or a new and full written statement, this should be considered as a continuing statement and substantially correct. Union Bank is authorized to make all inquiries deemed necessary to verify the accuracy of the information contained herein, and to determine the credit-worthiness of the undersigned and the undersigned hereby authorizes all persons of whom Union Bank makes such inquiries to respond thereto in full. Each of the undersigned authorizes Union Bank to answer questions about its credit experience with the undersigned.

### Consent:

I (We) hereby give my (our) consent to have Union Bank obtain any and all information regarding my (our) employment, checking and/or savings accounts, credit obligations, and all other credit matters that they may require in connection with my (our) application for a loan.

I understand that a consumer report prepared by a consumer reporting agency may be obtained at the time I apply for my account and, if my account is approved, at any time after that. I have the right at any time to ask Union Bank whether a report was obtained and, if so, to have Union Bank furnish me with the name and address of the consumer reporting agency that prepared the report.

THIS FORM MAY BE REPRODUCED AND THAT COPY SHALL BE AS EFFECTIVE AS THE ORIGINAL CONSENT WHICH I (WE) HAVE SIGNED.

Signature (individual)	Date
Signature (other party)	Date

**FOR LOANS SECURED BY REAL ESTATE:** We may order an appraisal to determine the property's value and charge you for this appraisal. We will promptly give you a copy of any appraisal, even if your loan does not close. You can pay for an additional appraisal for your own use at your own cost.



# DATA COLLECTION FORM FOR DEMOGRAPHIC INFORMATION

The purpose of collecting this 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 we 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."

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 do not wish to provide some or all of this information, please check below.

**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 Alaskan 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

**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 Alaskan 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):**

**\*\*Note-** If this form is completed by the applicant(s) answer "No" to visual observation or surname questions. If the applicant(s) wish to not provide this information answer "Yes" to visual observation or surname questions.

	<b>Applicant</b>		<b>Co-Applicant</b>	
Was the ethnicity of the applicant(s) collected on the basis of visual observation or surname?	No	Yes	No	Yes
Was the race of the applicant(s) collected on the basis of visual observation or surname?	No	Yes	No	Yes
Was the sex of the applicant(s) collected on the basis of visual observation or surname?	No	Yes	No	Yes

**The Demographic Information of the Applicant(s) was provided through:**

<b>Applicant:</b>	Face-to-Face	Telephone	Fax or Mail	Email or Internet
<b>Co-Applicant:</b>	Face-to-Face	Telephone	Fax or Mail	Email or Internet