Board of Chosen Freeholders County of Burlington

Freeholders
Felicia Hopson, Director
Tom Pullion, Deputy Director
Linda Hynes
Daniel O'Connell
Balvir Singh

P.O. Box 6000 Mt. Holly, NJ 08060-6000 (609) 265-5020 • Fax (609) 702-7000 www.co.burlington.nj.us





#### **Burlington County** Bridge Commission

Commissioners Chairman Troy E. Singleton Vice-Chairman Matthew J. Riggins John B. Comegno II

1300 Route 73 North • P.O. Box 6 Palmyra, NJ 08065-1090 (856) 829-1900 • Fax (856) 829-5205 www.bcbridges.org

Thank you for requesting an application for a Burlington County Small Business loan.

The Burlington County Small Business Loan Program is for businesses located in or relocating to Burlington County.

# This loan application is for loans up to \$50,000 where no bank participation is required and loans greater than \$50,000 where bank participation is required.

Please review the documentation required and complete the loan application in its entirety.

Once completed, return the loan application along with the required documentation to the following:

Mark Remsa, Director
Economic Development & Regional Planning
Burlington County Bridge Commission
1900 Briggs Road
Mount Laurel, New Jersey 08054

Please enclose a non-refundable application fee of \$200.00 (check payable to "County of Burlington, Treasurer")

Should you have any questions, please contact the Department of Economic Development and Regional Planning office at 609-265-5055.

You may also visit our web site at www.bcbridges.org.

### **LOAN PACKAGE REQUIREMENTS**

#### Submit the following items for loan consideration:

- 1. Completed, signed and dated *loan application*. Attached Exhibit A (All business principals and guarantors are required to sign and date the application and complete all sections as applicable)
- 2. Loan application fee in the amount of \$200.00.

  Please make check payable to the "County of Burlington, Treasurer".
- 3. Copy of a resume for all business owners/principals.
- 4. Three years of signed *personal* federal and state *income tax returns* for all business principals.
- 5. Three years of business *financial statements* prepared by accountant, including a balance sheet and statement of income.
- 6. Three years of signed business federal and state income tax returns.
- 7. Schedule of debt for the business and business principals to include to whom payable, amount of debt, monthly payment, maturity date, and loan status (current or delinquent).
- 8. Pro Forma cash-flow projections for three years.
- 9. Copy of business *project related cost*, if applicable. Example: vendor estimates, vendor quotes, and/or billing invoices for equipment or other items to be purchased with loan funds, etc.
- 10. Copy of business franchise, if applicable.
- 11. Copy of corporation, partnership, or LLC papers filed with the State of New Jersey.
- A) If corporation, provide the following:
  - a.1) Corporate resolution authorizing submission of the application and its execution by a corporate officer or the corporation's attorney.
  - a.2) Copy of corporate charter and a copy of the corporate bylaws
  - a.3) Provide the name of the President, Chief Executive Officer and Secretary.
- B) If Partnership, provide a copy of the partnership agreement.
- C) If Limited Liability Company, provide a copy of the management agreement.

- 12. State of New Jersey Business Registration Certificate obtained from the State of New Jersey Division of Revenue at <a href="https://www.nj.gov/nibgs">www.nj.gov/nibgs</a> or phone 609-292-1730.
- 13. Copy of any/all personal loan agreements, as unrecorded debt, that are not reflected in a recorded document for all business owners.
- 14. Collateral If residential or commercial real estate will be utilized to collateralize the loan, provide the following:
  - a) Copy of title insurance policy
  - b) Copy of a survey, if available
  - c) Current appraisal or current market analysis establishing the current market value of the real estate
  - d) For each tax map parcel that applicant proposes to serve as collateral for repayment of the loan, provide the following:
    - d.1) Name and address of ALL persons who have an ownership interest in all or any part of the property.
    - d.2) Name and address of ALL persons who reside on the property and their interests, if any, to the applicant(s).
    - d.3) Is the property under agreement of sale or does any person have an option to purchase?

Note: A signed statement by the Applicant(s) is acceptable.

#### - If Commercial property:

- a) Has a phase 1 environmental assessment been done for any portion or all of the property? Note: A signed statement by the Applicant(s) is acceptable. Copy of report is needed.
- 15. Completed, signed, and dated copy of Conflict of Interest Policy. Attached Exhibit B
- 16. Completed, signed, and dated copy of Credit Check Release form. Attached Exhibit C
- 17. Completed, signed and dated personal financial statement for all business principals.

  Attached Exhibit D

Notes: A) Applicant's equity into the project must be at least 10%

- B) Eligibility Criteria: Must meet the jobs-to-be created and/or retained
- C) Additional information may be required upon request

#### Loans Requiring Bank/Lending Institution Participation **Program Guidelines**

Loan Amount:

20% to 50% of the total project cost not to exceed \$200,000.00

Length of Term:

Maximum term is 10 years

Collateral:

Burlington County will subordinate to participating bank/lending

Institution.

Interest Rate:

Fixed-interest rate equal to 75 percent of the prime interest rate listed in the Wall Street Journal. The interest rate shall not be less than the lower of four (4) percent or 75 percent of the prime interest rate listed in the Wall Street Journal. The interest rate will be determined at the time a Commitment Letter for Permanent Financing is issued by Burlington

County.

Participation:

Bank/Lending Institution will review the loan application and

determine the project cost to be financed and the terms.

Burlington County will participate for a percentage (20% to 50%)

of the total project cost not to exceed \$200,000.00. Burlington County will

consider the bank/lending institution as the preferred lender. Loan approval is subject to review by the Burlington County Loan Review

Committee and the Burlington County Board of Chosen

Freeholders.

Eligibility Criteria: Businesses located in or relocating to Burlington County.

Within eighteen (18) months of loan funding, all borrowers must create or

retain jobs.

As a guide, the loan requires one full-time permanent job or two part-time permanent jobs of at least twenty-five (25) hours per week created for every \$35,000.00 funded and/or one full-time permanent position or two part-time permanent positions retained

for every \$10,000.00 funded.

**Application Fee:** 

\$200.00 non-refundable fee

#### Loans Not Requiring Bank/Lending Institution Participation **Program Guidelines**

Loan Amount:

Maximum amount is \$50,000.00

Length of Term:

Not to exceed 10 years

Collateral:

Required

Interest Rate:

Fixed-interest rate equal to 75 percent of the prime interest rate listed in the Wall Street Journal. The interest rate shall not be less than the lower of four (4) percent or 75 percent of the prime interest rate listed in the Wall Street Journal. The interest rate will be determined at the time a Commitment Letter for Permanent Financing is issued by Burlington County.

Eligibility Criteria: Businesses located in or relocating to Burlington County.

Within eighteen (18) months of loan funding, all borrowers must create or retain jobs.

As a guide, the loan requires one full-time permanent job or two part-time permanent jobs of at least twenty-five (25) hours per week created for every \$35,000.00 funded and/or one full-time permanent position or two part-time permanent positions retained for every \$10,000.00 funded.

**Application Fee:** 

\$200.00 non-refundable fee

## PROGRAM GOALS/OBJECTIVES

The main goal of the Department of Economic Development and Regional Planning is to stimulate countywide employment growth by providing financial assistance to small businesses located in Burlington County. The Small Business Loan Program funds direct loans.

All Small Business Loans are required to promote at least one (1) of the following economic development goals:

- 1. Create and retain permanent private-sector jobs within eighteen (18) months of loan funding. As a guide, the loan requires one full-time permanent job or two part-time permanent jobs of at least twenty-five (25) hours per week created for every \$35,000.00 funded and/or one full-time permanent position or two part-time permanent positions retained for every \$10,000.00 funded.
- 2. Provide entrepreneurial opportunities for qualified individuals.
- 3. Stimulate neighborhood commercial revitalization and balanced development.
- 4. Stimulate private sector investments in physical plant and equipment for local small businesses.
- 5. Encourage the increase of available funds for local small businesses by leveraging state and private sector funds to maximum levels.
- 6. Stimulate balanced development.

### **PROGRAM CRITERIA**

The Small Business Loan Program criteria are a decision-making guide for the Loan Review Committee and the Burlington County Board of Chosen Freeholders. The criteria illustrate factors to be considered by the Loan Review Committee and the Board of Chosen Freeholders for granting loan approval. The relative weight given to these criteria is in the sole discretion of the Loan Review Committee and the Burlington County Board of Chosen Freeholders. All loans will be reviewed for compliance with Program Goals/ Objectives and all funding source criteria.

- 1. Create and retain permanent private-sector jobs.
- 2. Promote at least one (1) of the County's Program Goals/Objectives.
- 3. 'Gap Financing' must target one of the following:
  - 1) To close gap in private financing
  - 2) To reduce debt services to a feasible level
  - 3) To create an incentive for the project to move forward
  - 4) To create an incentive to encourage the business to locate in a targeted area.

Note: Targeted area to be identified and prioritized by Burlington County Department of Economic Development and Regional Planning.

4. Project to include business expansion of sales or employment or significant property rehabilitation.

# **ELIGIBILITY REQUIREMENTS**

Financial assistance through the Small Business Loan Program will be considered for all business owners that:

- 1. Comply with Program Goals/Objectives and Criteria
- 2. Provide proof of satisfactory payment of Federal Income Tax for three (3) years for both business and personal
- 3. Provide proof of current and up-to-date payment status of Federal, State, County and Local taxes for both business and personal
- 4. Agree to create or retain full-time permanent jobs
  - A. create one full-time permanent job or two part-time permanent jobs of at least twenty-five (25) hours per week for each \$35,000.00 funded
  - B. retain one full-time permanent position or two part-time permanent positions for each \$10,000.00 funded

### **EQUITY REQUIREMENTS**

Borrower must contribute equity in the amount established by the Burlington County Board of Chosen Freeholders.

# **SMALL BUSINESS PROGRAM LOAN APPLICATION**

(Return to address indicated on page 1)

The following information is required to process your loan request. Please complete the form in its entirety and write 'NONE' or 'NOT APPLICABLE' where appropriate. If you need additional space to respond to any question, please use a separate sheet of paper and attach to form. Return completed, signed, and dated application along with all required documentation.

Brief history and description of business:								
Brief narrative detailing the re	ason for the loan, use	of funds and expected benef	its from					
Requested Loan Amount:	Low	th of Tarres						
Requested Loan Amount:  Type of Loan: World	king Capital	Tixed Assets	ă.					
A. Applicant Information:								
Name of Principal: Home Street Address:	Social Security #:	Phone #:						
City, State, and Zip Code:  Education Level: % of ownersh Name of Spouse:	ip:Office held: Social Security #	email:	_					
Name of Principal:Home Street Address:	Social Security #:_							
City, State, and Zip Code:  Education Level: % of ownershi Name of Spouse:	ip:Office held:Social Security #	email:	_					
B. General Information:								
Name of Business:  Business Street Address:								
Business is: Corporation Partnersh	in Sole Proprietorship	Website:						
Number of Years in Business: N Number of Jobs: Jobs to be created:	Jobs to be retained:	Federal Tax ID #:	_					

C. Financial Information:		Pa	ge 2 Application
Name of bank/financial institution:			
Dank Direct Addiess:			
City, State, Zip Code:			
Type of Account: PersonalC	hecking	Savings	Other
Business	hecking	Savings	Other
Name of bank/financial institution:			
Bank Street Address:  City, State, Zip Code:			
Type of Account: PersonalCh			
Business Cl	hecking	Savings	_Other Other
D.T. and a Proceedings of the Control of the Contro			
D.List of capital projects and/or items Project/Items:	to be financed (  Cost:	entire project)	
_			
Total Cost of Project:			
E. Summary of 100% of financing for	the entire project	n#4	
Source of Financing: Name, address,	Amount of		nf
telephone number, contact person	Financing	Project	<b>71.</b>
Ex: financial institution, loan	\$	%	
officer, etc.			
Applicant's Equity	\$	%	
must be at least 10% of project)		, ,	
Burlington County Small Business			
Loan Program	\$	%	
Other:	<b>\$</b>	%	
Cotals	\$	100%	

E. Miscellaneous/Other In	formation:	Page 3 Application
Do you owe any outstanding Mu	nicipal Taxes? YES NO	
If yes, please identify by checking	g the applicable taxes:	
Real Estate Taxes: YESNO	Water: YES NO S	ewer:YES NO
Within the past five (5) years, an	y ownership interest in a busine	ess entity? YESNO
Are you currently a party in any I If yes, describe the litigation and	litigation? YESNO your interest in it	
Does any person hold a judgment ag YES NO If yes, provide Name and address of person hold	the following information:	
Date the judgment was entered:	Amount of judgr	nent:
Provide a copy of any written ord concluded court or arbitration pro Have you ever been involved in the If so, please provide details and continue to the provided detai	oceeding in which the applicant pankruptcy or insolvency proceed	was a defendant or respondent
I (we) hereby certify that the information promise and agree that if any fact the answers to the questions or in made after this date, I (we) am/are writing. I (we) understand that if application or if I (we) fail to corrispending and the County determines pending and the County for including, but not limited to, the caddition, the County may declare with the County.	s, circumstances or conditions of formation provided in or with the obligated to immediately report any false information has been exect any information or facts that ines to reject this application as the costs incurred by the Countricosts of title and credit searches	change that would make any of his application to not be true if ort the change to the County in provided in or with this at change while this application is a result thereof, I (we) shall be by in processing this application and accountant review. In
If the applicant is a partnership, al	l partners must sign below.	
Print Name	Signature of Applicant	Date
Print Name	Signature of Applicant	Date

# **CONFLICT OF INTEREST POLICY**

The Department of Economic Development and Regional Planning is required to comply with Federal Regulations prohibiting conflicts of interest. Please answer the following questions. Return completed, signed, and dated form with your loan application and documentation for loan consideration.

Signa	ture of Applicant	Date	
Signa	ture of Applicant	Date	
Note: If you reverse side	answered YES to any of the above que of the form.	uestions, please provide th	ne details on the
B. an De	n employee, consultant, or officer of a evelopment Block Grant funds or par lock Grant Program?	YES Nany firm or agency receive	O ing Community ity Development
3. <i>Is any p</i> A. a.	person with whom you have a busines n employee, consultant, officer or ele	ss relationship, now or w	ithin the past year: of Burlington County?
B. a.	n employee, consultant, or officer of a evelopment Block Grant funds or par lock Grant Program?	YES any firm or agency receiv	NO ing Community iity Development
2. <i>Is any n</i> A. a	nember of your family or your spous in employee, consultant, officer or ele	e's family, now or within ected or appointed official	the past year: of Burlington County?
D	on employee, consultant, or officer of Development Block Grant funds or par Block Grant Program?	any firm or agency receive rticipating in the Communate YESN	nity Development
A. a	now, or have you been within the pean employee, consultant, officer or ele	ected or appointed official YES	NO
1. Are vou	I now or have you been within the n	ast mann	

# **CREDIT CHECK RELEASE**

Please review, complete, sign, and date this form	n.
If more than one Business Principal, all parties a Please copy the Credit Check Release form as n	nust complete the form. eeded.
Return the completed form with your application	n and all documentation for loan consideration.
I hereby authorize the Department of Econ access my credit history and any other infor business loan.	omic Development and Regional Planning to mation relevant to my application for a smal
Signature of Applicant	Date
Print Name and Title	
Social Security Number	
Signature of Applicant	Date
Print Name and Title	
Social Security Number	

#### INDIVIDUAL FINANCIAL STATEMENT

Lender:		Tiplication of the language of									
Applicant Na	ne:						- Language	SSN/TIN			
Address:								-			
Applicant is a	oplying f	or this loa	n: 😀 Indis	ridually 2 Joint	lty		- dry-session				
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& Notes					Payat	ole	Open & Other	Revolving	Accounts	-	
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Other Incom				Estimated Living Ex					ounus)		
				Other:							
TOTAL INCO	ME		\$	TOTAL EXPENSES	}	\$			TO	TAI	\$

Alimony, child support or separate maintenance payment income need not be revealed if you do not wish to have it considered as a basis for repaying this obligation

	LE A	CASH LO	CATION AND	STATU	JS OF BAN	IK AC	COUNTS					
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			Tota	1 \$		3.00			Total	\$		
SCHEDU	LE B	STOCKS	AND BONDS	(Include	Interests I	n Any	Closely H	eld Busin	ess)			
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SCHEDUI		LIFE INSU		ount Ac	ctual Cash Value	Loans	s on Policy	Name of Co	mpany		Location	n of Office
		-		punt Ac	ctual Cash Value	Loans	s on Policy	Name of Co	тралу		Location	n of Office
		-		Ac Jaug	ctual Cash Value	Loans	on Policy	Name of Co	mpany		Location	n of Office
SCHEDUI Insure		Primary Beneficia	ry Face Am		ctual Cash Value		on Policy	Name of Co	mpany		Location	n of Office
Insure	d	Primary Beneficia	Face Am	\$		s	on Policy	Name of Co	mpany		Location	n of Office
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SCHEDULE F	OTH	ER ASSETS AND PER	SONAL I	PROPERTY			
Automobiles	Value	Value Rec. Vehicles and Boats		Personal Property	Value	Totals	
Yr.: Make:		Yr.: Make: Ft.:		Furniture		Subtotal - Autos	s
Yr.: Make:		Yr.: Make: Ft.:		Jewetry		Subtotal - R/V's	\$
Yr.: Make:		Yr.: Make: Ft.:		Equipment		Subtotal - Personal Property	\$
Yr.; Make:		Yr.: Make: Ft.:		Other:			
		Other:					
Subtotal Autos	s	Subtotal R/V's	\$	Subtotal Personal Property	s	Total - All Other Assets	s

SCHEDULE G	NOTES AND LOANS PAYABLE TO BANKS AND OTHERS								
Payable To	Address	Collateral	Persons Liable	Maturity Date		How Payable	Balance Due		
					\$	Per			
					s	Per			
					s	Per			
					s	Per			
					5	Per			
					\$	Per			
					\$	Per			
					s	Per			
				Totals	\$		\$		

SCHEDULE H	ACCOUNTS	ACCOUNTS AND BILLS PAYABLE (Including Bank Cards)								
Payable To		Account Number			How Payable	Balance Due				
				5	Per					
				s	Per					
				s	Per					
				\$	Per					
				s	Per					
				\$	Per					
				\$	Per					
				s	Per					
			Totals	\$		\$				

SCHEDULE I	OTHER LI	ABILITIES				
Payable To		Persons Liable	Colleteral		How Payable	Balance Out
				\$	Per	
				\$	Per	
				\$	Pér	
				\$	Per	
				\$	Per	
				\$	Per	
				\$	Per	
				s	Per	
			Totals	\$		\$

SCHEDULE E	REAL ESTATE (con	itinued)					
Mortgage or Lienholder			Annual Taxes	Monthly Income	Monthly Payments	Present Value	Balance Due
		-					
		Total	\$	\$	\$	S	8

Applicant's Full Name			Addresses				
Social Security No. Driver's License No.			Home Phone			Business Phone	
Date of Sinth (MM/DD/YYYY)	Name of Employer		Occupation		No. of Years	Salary	· · · · · · · · · · · · · · · · · · ·
Amount of alimony, child support and separate maintenance payment NOTE: Alimony, child support or separate maintenance payment income need not be reve		income. \$			\$ per		
Name and address of payor of							-
Alimony child support, separa			O court order	O writt	en agreen	ent	C) oral
Income (salary, pension, social Source:	al security, divider	nds, interest, etc.)				\$	per moi
Have you ever borrowed from other branch of this institution		Name:		Location:			Date:
Number of Dependents Have you established a trus Have you made a will? Have you guaranteed or endo Are there any outstanding judgments against	☐ Yes ☐ No rsed the notes of	Name of personal rany other person?	epresentative	nave any o	other conti	ngent liabili	ties?
Names of References			Addresses				
Co-Applicant's Full Name			Addresses				
Social Security No.	Driver's License No.		Home Phone			Business Phone	
Date of Birth (MM/DD/YYYY)	Name of Employer		Occupation No. of Years				
Amount of alimony, child supp NOTE: Alimony, child support or separ						-	per
Name and address of payor o							
Alimony, child support, separa	ate maintenance r	eceived under	☐ court order	□ writ	ten agreer	nent	□ oral
Income (salary, pension, socio	al security, divider	nds, interest, etc.)				\$	per moi
Have you ever borrowed from	-					Ψ	
other branch of this institution? Name:  Number of Dependents (not listed by applicant)		Name:	Location: Ages				Date:
Have you established a trus Have you made a will?	t? 🗆 Yes 🗅 No	☐ Revocable ☐ In	revocable Name(s)	of trustee	(s):		
Have you made a will?  Have you guaranteed or endor		Name of personal range of person? O Ye		ave any ot	her contin	gent liabiliti	es?
			declared bankrupt within the	last 7 years? C	Yes UNo		
Names of References			Addresses				
APPLICANT'S SIGNATI	IRE/S)						
I (we) hereby affirm that the fo date indicated and is true, comme. Lender is authorized to m for that purpose. I agree to in understand that Lender will ref	regoing information plete and correct. ake any investigat nform Lender imm	I understand Lender ion of my credit or empediately of any matter	is relying on this st doyment status eithe which will cause a	atement of er directly on my significa	f my finani or through	cial condition	n in making loan( y employed by Le
Applicant's Signature		Date	Co-Applicant's	s/ Joint C	Credit Sig	gnature	Da
						umer loan,	

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

Social Security Number \_\_