

**Important Applicant Information:** Federal law requires financial institutions to obtain sufficient information to verify your identity. You may be asked several questions and to provide one or more forms of identification to fulfill this requirement. In some instances we may use outside sources to confirm the information. The information you provide is protected by our privacy policy and federal law.

## Business Loan QuickApp Checklist

**NOTE:** Additional information may be required by lender to complete the due diligence process.

In order for us to properly evaluate your credit request quickly & provide you with the most attractive possible pricing & structure, please submit a complete application package, including

- Completed Business Loan Application (including owner's Personal Financial Statement)
- Business Checking Account Summary Page  Owner's Most Recent Personal Tax Return
- Last 3 Years Business Financial Statements or Tax Returns
- Financial Projections for new locations, acquisitions or major remodels

**Please submit your completed loan application package to:**

ATTN: Corporate Banking Group  
National Cooperative Bank  
2011 Crystal Drive, Suite 800  
Arlington, VA 22202

## Business Profile

Business Legal Name (As it appears on Federal Tax Return)	Doing Business As (If different from legal name)	Federal Tax ID Number
Business Street Address	City	County
Primary Contact Name	Business Phone	Business Fax
State of Incorporation	Date Business Established	Date Current Ownership Established
Brand Concept(s)	Years in Business	Number of Locations Owned

**Ownership Structure:**  Sole Proprietor  C Corp  S Corp  Limited Liability Partnership  Limited Liability Company  Limited/General Partnership

**Is Business Applicant a Party to a claim or lawsuit?**  YES  NO      **Has Business Applicant or Principal(s) ever filed for bankruptcy?**  YES  NO

**Has Business Applicant or Principal(s) ever defaulted on a credit obligation?**  YES  NO

**PROJECT TYPE:**  Acquisition  New Location Dev.  Remodel/Renovation  Equip. Pkg.  Real Estate  Refinance of Existing Debt  Other Project: \_\_\_\_\_

## Ownership Profile

<b>PRINCIPAL #1:</b> Legal Name (First Middle Last)	Title	SSN	Date of Birth	% of Ownership	Monthly Housing Payment	
Home Street Address	City	State	Zip	Annual Income from this Co.	Other Annual Income	<input type="checkbox"/> OWN <input type="checkbox"/> RENT

  

<b>PRINCIPAL #2:</b> Legal Name (First Middle Last)	Title	SSN	Date of Birth	% of Ownership	Monthly Housing Payment	
Home Street Address	City	State	Zip	Annual Income from this Co.	Other Annual Income	<input type="checkbox"/> OWN <input type="checkbox"/> RENT

  

<b>PRINCIPAL #3:</b> Legal Name (First Middle Last)	Title	SSN	Date of Birth	% of Ownership	Monthly Housing Payment	
Home Street Address	City	State	Zip	Annual Income from this Co.	Other Annual Income	<input type="checkbox"/> OWN <input type="checkbox"/> RENT

  

<b>PRINCIPAL #4:</b> Legal Name (First Middle Last)	Title	SSN	Date of Birth	% of Ownership	Monthly Housing Payment	
Home Street Address	City	State	Zip	Annual Income from this Co.	Other Annual Income	<input type="checkbox"/> OWN <input type="checkbox"/> RENT

## Project Detail (Loan Purpose Information)

Land \$ _____	Inventory \$ _____
Building \$ _____	Leasehold Improvements \$ _____
Acquisition \$ _____	Soft Costs \$ _____
Equip. Fixtures \$ _____	Working Capital \$ _____
Signage \$ _____	Refinance \$ _____
<b>TOTAL PROJECT COSTS</b> \$ _____	

## Source of Project Funds (Please list amount & source)

Borrower's Cash Investment	\$ _____
Other (Please Describe)	_____
Other (Please Describe)	_____
<b>Total Investment Sources (B)</b>	\$ _____
Total Project Costs (A)	\$ _____
- Total Investment Sources (B)	\$ _____
<b>= TOTAL FINANCING NEEDED (A - B)</b>	\$ _____

# Business Debt Schedule

LOAN #	LENDER	ORIG. AMT.	CURR. BAL.	MONTHLY PMT.	INT. RATE	MATURITY DATE	SECURED?	COLLATERAL

## Signatures and Authorization

**Agreement:** The undersigned applicant(s) do hereby represent and warrant that the information contained on this form, and in the attachments submitted in conjunction with this application, is complete and correct. Furthermore, the applicant(s) authorize National Cooperative Bank, and/or any subsidiaries or affiliates, to obtain credit references and credit reports on the business and its principals, and to release credit information to others. All applications are subject to final credit approval.

### PRINCIPAL #1

\_\_\_\_\_  
**Print Applicants Name**                      **Title**                      **Applicants Authorized Signature**                      **Date**

### PRINCIPAL #2

\_\_\_\_\_  
**Print Applicants Name**                      **Title**                      **Applicants Authorized Signature**                      **Date**

### PRINCIPAL #3

\_\_\_\_\_  
**Print Applicants Name**                      **Title**                      **Applicants Authorized Signature**                      **Date**

### PRINCIPAL #4

\_\_\_\_\_  
**Print Applicants Name**                      **Title**                      **Applicants Authorized Signature**                      **Date**