

**HEBREW FREE LOAN ASSOCIATION OF HOUSTON**

**BUSINESS/COMMERCIAL LOAN APPLICATION**

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

\_\_\_\_\_ New Relationship  
\_\_\_\_\_ Existing Relationship

**BUSINESS INFORMATION**

Business Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Tax I.D. \_\_\_\_\_

Individual Name(s) \_\_\_\_\_

Address \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Social Security # \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Proprietorship \_\_\_\_\_ Partnership \_\_\_\_\_ Sub-Chapter S \_\_\_\_\_ Corporation \_\_\_\_\_  
Non-Profit \_\_\_\_\_ Individual \_\_\_\_\_ LLC \_\_\_\_\_

**Ownership Distribution:** (List stockholders, partners, owner names)

**Note: Attach separate sheet if additional space needed.**

Name	Title	# of Years	%	SS#
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Nature of Business: \_\_\_\_\_

Year Established \_\_\_\_\_ Number of Employees \_\_\_\_\_

Years at Present Location \_\_\_\_\_ [ ] Own [ ] Lease

Accountant \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Insurance Agent \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Attorney \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

**FINANCIAL INFORMATION**

**Bank of Account** \_\_\_\_\_ **Account Number** \_\_\_\_\_

**Credit Relationships:** Please provide details of your business credit relationships below:

Name of Creditor	Purpose of Loan	Original Loan Amount	Amount Presently Owing	Repayment Terms	Maturity Date
_____	_____	\$ _____	\$ _____	_____	_____
_____	_____	\$ _____	\$ _____	_____	_____
_____	_____	\$ _____	\$ _____	_____	_____

**LOAN REQUEST**

**Amount of Loan Requested**

**Type of loan**

\_\_\_\_\_ [    ] Line of Credit  
 \_\_\_\_\_ [    ] Term Loan  
**Requested Term of Loan** \_\_\_\_\_ [    ] Business Home Equity  
 \_\_\_\_\_ [    ] Commercial Real Estate

**Specific Loan Purpose** (Check all that apply)

[    ] Working Capital [    ] Other (State type of loan required and loan purpose)  
 [    ] Finance Purchase of Inventory \_\_\_\_\_  
 [    ] Finance Purchase of Equipment \_\_\_\_\_  
 [    ] Finance Purchase of Real Estate \_\_\_\_\_  
 [    ] Finance Purchase of Business \_\_\_\_\_  
 [    ] Refinance Existing Loan or Debts \_\_\_\_\_

*Please include a separate letter explaining the purpose of the loan, estimates for purchases or services needed and all other verification documents.*

**Collateral Available\*** (Check all that apply)

[    ] All Assets (accounts receivable, inventory, machinery and equipment)  
 [    ] Specific Equipment (Please attach equipment list, including serial numbers or description of equipment, and invoices for new equipment.)  
 [    ] Real Estate (Please attach property address, legal description and a copy of most recent tax bill.)                                  Square Feet \_\_\_\_\_                                  Acres \_\_\_\_\_  
 [    ] Cash on Deposit at (name of bank)      Branch \_\_\_\_\_      Account # \_\_\_\_\_  
 [    ] Personal Assets (As described in Personal Financial Statement.)

\* **Collateral:** Loans are secured by collateral, which is property in which a security interest is granted to secure repayment of the loan. The loan collateral may include business assets, stocks, bonds, certificates of deposits, or personal assets. Consider (1) the value of the loan collateral must be equal to or greater than the amount of the loan, (2) expected economic life of collateral will be considered by the Bank in evaluating the collateral offered for the loan, (3) formal collateral appraisals may be required, and (4) a pledge of personal assets may be required as additional collateral for the business loan requested.

*Please include a separate letter explaining the collateral available for the loan, any liens on the collateral and all other verification documents.*

**Guarantors** (Please list)

1    Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
       Address \_\_\_\_\_  
 2    Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
       Address \_\_\_\_\_  
 3    Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
       Address \_\_\_\_\_  
 4    Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
       Address \_\_\_\_\_

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**ADDITIONAL BACKGROUND INFORMATION**

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Please let us know who referred you to the Hebrew Free Loan Association of Houston:

Are you a member of the Hebrew Free Loan Association of Houston? Yes \_\_\_ No \_\_\_  
Would you like to become a member of the Hebrew Free Loan Association of Houston? Yes \_\_\_  
No \_\_\_ If yes, \$25 will be added to the overall amount of the loan.

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Have you previously taken a loan from the Hebrew Free Loan Association of Houston?

Yes \_\_\_ No \_\_\_ If yes, please complete the following:  
Date of loan: \_\_\_\_\_ Amount: \_\_\_\_\_

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Are you related to any member, officer, trustee, or substantial contributor of the Hebrew Free Loan Association of Houston: Yes \_\_\_ No \_\_\_. If yes, please describe your relationship:

Have you ever been convicted of a crime? Yes \_\_\_ No \_\_\_ If yes, please include a letter of explanation.

Have you ever received an IRS or state tax lien? Yes \_\_\_ No \_\_\_ If yes, please include a letter of explanation.

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Do you belong to a synagogue or temple? No \_\_\_\_\_. Yes \_\_\_\_\_. If yes, please let us know which one:

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**PERSONAL BUSINESS EXPERIENCE**

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If you have been in your present business for under five years, please describe your previous business experience. (Include business background, management experience, and training, or include a resume.)

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**MISCELLANEOUS INFORMATION**

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Are tax liabilities current? [ ] Yes [ ] No Settled through \_\_\_\_\_

Is the business an endorser, guarantor, or co-maker for any obligation not listed in the financial statements? [ ] Yes [ ] No

If yes, what is the contingent liability? \_\_\_\_\_

Has the business or principal owner ever declared bankruptcy? [ ] Yes [ ] No

If yes, provide details on a separate sheet.

Is the business a defendant in any lawsuit? [ ] Yes [ ] No

If yes, provide details on a separate sheet.

Are any of the business assets encumbered by liens or attachments of any type? [ ] Yes [ ] No

If yes, provide details on a separate sheet

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**CERTIFICATION**

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The undersigned certifies that, to the best of his or her knowledge and belief, all information contained in this loan application and in the accompanying statements and documents is true, complete, and correct. The undersigned agrees to notify the Hebrew Free Loan Association of Houston ("HFLA") immediately of any material changes in this information. It is further agreed that, whether or not the loan herein applied for is approved, the undersigned will pay or reimburse the bank for the costs, if any, of surveys, title or mortgage examinations, appraisals, etc., performed by personnel outside of the HFLA with the consent of the Applicant. The undersigned authorizes the HFLA to contact any bank and trade creditors it deems necessary without further notice, including, but not limited to, Dunn & Bradstreet reports or information from TRW Credit Data.

Business Name (print): \_\_\_\_\_

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

Applicant Title: \_\_\_\_\_

Guarantor(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guarantor(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>BUSINESS LOAN APPLICATION CHECKLIST</b>
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**Please be sure all of the following documentation has been included in order for your business loan application to be processed.**

- Business Loan Application
- Accountant-Prepared Business Financial Statements (Profit and Loss, Balance Sheet) for the past three fiscal years
- Business Federal Tax Returns for past three fiscal years
- Interim Financial Statements (if available)
- Most Recent Federal Tax Returns for each principal owner listed in the first section of the Business Loan Application
- Personal Financial Statement
- Organizational Papers (Articles, dba papers, etc.)
- OTHER: \_\_\_\_\_