Hometown Bank

# LOAN APPLICATION

## Company Information

| | | |
|---|---|---|
| Legal Name of Borrower | | |
| d/b/a or Trade Name (if different than legal name) | | |
| Street Address | | |
| Mailing Address (if different) | | |
| City | State | Web Site |
| County | Zip | Home Phone (Primary) |
| Business Phone | Fax No. | Federal Tax ID Number |
| Type of Business or Brief Description of Business | | |
| **Business Structure** ☐ Sole Proprietorship ☐ S-Corporation | ☐ C-Corporation ☐ Limited Partnership | ☐ General Partnership ☐ LLC |
| Primary Contact | | |
| Proprietor, Member(s), or General Partner(s) | | |
| President | Corporate Secretary | |
| Loan Term Requested | Date Business Established | |
| Number of Employees | Before Loan | After Loan |
| Affiliate*/Subsidiary | Number of Employees | |
| Is your business a franchise? ☐ Yes ☐ No | | |
| If yes, please include a copy of the Franchise Agreement, Franchisor's FTC Disclosure Statement, and the Franchisor's financial statement. | | |

*Affiliate is any entity in which one or more company owners have the power to control, either through management or ownership, the operations of the other company. This may include entities owned by family members, firms that are dependent based on contractual relationships, or other situations. The Bank will require additional information on the affiliates while processing your loans. Please ask you lending officer if you have questions on whether to include an enterprise as an affiliate.

**NOTE: If there will be more than one borrower or if there is a company or partnership that will be guaranteeing the loan, please complete the above for each entity. Use as many copies as necessary.**

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## New Debt - Use of Proceeds

Land/Building Acquisition _____

New Construction/ Expansion/Repair _____

Leasehold Improvements _____

Acquisition/Repair of Machinery and Equipment _____

Inventory Purchase _____

Working Capital _____

Acquisition of Existing Business _____

Debt Refinance _____

Other _____

Less: Amount of Owners' Equity Injection _____ Describe below

Less: Amount from Other Loans _____ Describe below

Total Loan Request _____

Please list the sources of the Owner's Injection below (existing cash, borrowing from others, etc.)

_____

_____

Please list the following for all non-Hometown Bank loans obtained in conjunction with this request

| Creditor | Original Balance | Term of Loan | Loan Amortization | Interest Rate | Monthly Payment | Collateral (if RE, include address) |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Please complete fully the following schedule. Use additional pages as necessary. If any debt is to be refinanced with this request, please indicate these loans with an asterisk (*) and provide copies of the note.

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## Existing Debt

| Creditor | Original Balance | Original Date | Present Balance* | Interest Rate | Maturity Date | Monthly Payment | Collateral (if RE, include address) | Current or Past-due |
|---|---|---|---|---|---|---|---|---|
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*Please insert the balance as of the date of the last financial statement submitted to the Bank.

**Previous Government Guaranteed Debt**
(complete if borrower or any affiliate has ever applied for or received Government Assisted Financing)

| Name of Agency | Request | Balance | Status |
|---|---|---|---|
| Agency: _____<br>Loan Number: _____ | Date of Request: _____<br>Approved?: _____ | Original Amount: _____<br>Current Balance: _____ | Is loan current, past-due, or paid?:<br>_____ |
| Agency: _____<br>Loan Number: _____ | Date of Request: _____<br>Approved?: _____ | Original Amount: _____<br>Current Balance: _____ | Is loan current, past-due, or paid?:<br>_____ |

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## Management/Ownership

Please complete the following table for any person that meets any one of the following characteristics: is a general partner; is a company officer; is the sole proprietor; or is an owner, member, or limited partner that owns 20% or more of the company. Please complete a copy of this sheet for **each** individual in your business that meets any of the above requirements.

| | |
|---|---|
| Name | |
| Title | Social Security # |
| % of Ownership | Marital Status* |
| Spouse's Name | Spouse's Social Security # |
| Current Address, City, State | |
| Resided There From: To: | Phone # |
| Prior Address, City, State (only required if at current address for less than 10 years) | |
| Resided There From: To: | |
| Date of Birth | Place of Birth |
| Military Service ☐ Yes ☐ No | Branch of Service |
| Dates of Service | |

*Information optional. Collected for government statistical purposes only.

### The following are required for government-assisted financing

| | |
|---|---|
| Are you presently under indictment, on parole, or on probation? | ☐ Yes ☐ No |
| Have you ever been charged with or arrested for any criminal offense other than a minor motor vehicle violation? | ☐ Yes ☐ No |
| Have you ever been convicted, placed on pretrial diversion, or placed on any form of probation, including adjudication withheld pending probation, for any criminal offense other than a minor vehicle violation? | ☐ Yes ☐ No |
| Has your business, or have any principals of the business, been involved in a bankruptcy or insolvency proceeding? | ☐ Yes ☐ No |
| Is your business or are any principals of the business currently involved in any pending judgments, claims, or lawsuits? | ☐ Yes ☐ No |
| Does you, your spouse, or anyone who manages or owns your business work for SBA, SCORE, any federal agency, or Hometown Bank or its affiliates? | ☐ Yes ☐ No |

If you answered yes to any of the above questions, please furnish details (use additional pages if necessary).

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## Management/Ownership

Each person that completed the previous page should also submit a **resume** and a **personal financial statement**. Also submit a resume for any other key personnel in you company. If you do not have a resume, please complete the information below for each individual without a resume, and we will complete resumes for you (make as many copies as necessary).

**Education**

| High School, College, Technical School, etc. – Give Name and Location | Dates Attended | Major | Degree/Certification |
|---|---|---|---|
| | | | |
| | | | |
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**Work Experience**

| Employer – Give Name and Location | Years Employed | Title | Primary Duties |
|---|---|---|---|
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| | | | |

**Honors, Certifications, Professional Affiliations, etc.**

_____

_____

_____

**Please complete the following table for all corporate officers, owners, partners, or limited liability members not included previously**

| Individual | Address / Phone # | % Ownership | Title(s) |
|---|---|---|---|
| Name: _____<br>Social Security #: _____<br>Race:* _____ | Street: _____<br>City/State/Zip: _____<br>Phone #: _____ | | |
| Name: _____<br>Social Security #: _____<br>Race:* _____ | Street: _____<br>City/State/Zip: _____<br>Phone #: _____ | | |
| Name: _____<br>Social Security #: _____<br>Race:* _____ | Street: _____<br>City/State/Zip: _____<br>Phone #: _____ | | |
| Name: _____<br>Social Security #: _____<br>Race:* _____ | Street: _____<br>City/State/Zip: _____<br>Phone #: _____ | | |
| Name: _____<br>Social Security #: _____<br>Race:* _____ | Street: _____<br>City/State/Zip: _____<br>Phone #: _____ | | |

**NOTE:** 100% of ownership must be accounted for; please use extra pages if necessary

*Information optional. Collected for government statistical purposes only.

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## Business Information:

We would like to learn more about your business. Please provide the information below so we can more quickly process your loan application.

**Please provide a brief history of your business. Include when it was founded, when it was incorporated (if applicable), past changes in location or ownership, how long current ownership/management has been in place, and any other significant events.**

**What are your primary products?**

**Who are your primary customers?**

**Who are your primary competitors?**

**What is it about your business that makes separates it from your competitors?**

**What are the current trends in your business or industry?**

**Where do you see your business or industry going over the next few years?**

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**To promptly process your loan application, please provide the following information:**

- Three most recent fiscal year-end financial statements.
- Federal tax returns for the past three years on the operating business or business to be acquired.
- Interim business financial statement within 60 days of today's date.
- Aging of accounts payable and accounts receivable to match the interim statement date. Each aging should match the amounts on the interim statement. Please comment on any accounts payable or accounts receivable that are more than 90 days past-due.
- Three most recent fiscal year-end financial statements for all affiliates or subsidiaries.
- Estimated projection and forecast of three years' earnings. Please include any assumptions you made while developing your projections. If your business is a start-up or a Rural Development loan, please provide monthly projections for at least the first year plus balance sheet projections.
- If your business is located in a leased facility (whether leased from a related party or a third party), a copy of a current signed lease.
- Detailed list of existing equipment or recent year-end equipment depreciation schedule. Prior to closing, we will also need a list with descriptions and serial numbers for each piece of equipment that is collateral to our loan with a value that exceeds $500.
- If equipment is to be purchased, please provide an invoice or detailed description of equipment to be purchased.
- Insurance Binder listing Hometown Bank as Mortgagee and Lender's Loss Payee on property to be financed and/or your existing Insurance Agent's Contact information
- Information on any other collateral to be pledged. Examples would be brokerage account information (provide most recent statement) or vehicle information (provide make, model, year, and serial number).

**If the loan is to be secured by real estate, please provide the following:**

- For real estate purchase, a copy of the signed Offer to Purchase and legal description.
- If loan proceeds will be used to fund construction, please include a list of proposed improvements, the associated costs, plans and specifications, and a signed construction contract.
- All loans secured by commercial real estate will require an appraisal and environmental evaluation. If you have an appraisal within the last two years or environmental documentation, please submit these with your request. If you do not have an appraisal within the last two years or environmental documentation, your loan officer will need to order these and may require a deposit to cover the related cost.

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