

# COMMERCIAL LOAN APPLICATION PACKET

The logo features a stylized 'O' composed of two overlapping blue arcs. A blue diagonal line cuts through the 'O' from the top-left to the bottom-right. To the right of the 'O', the word 'Orion' is written in a dark blue, serif font.

**Orion**

**REDEFINING BANKING**



FEDERAL CREDIT UNION

## BUSINESS LOAN APPLICATION

For Credit Union Use Only	Principal	Loan Date	Maturity	Loan No.	Member No.	Credit Union	Amount	CU Officer	Initials
	For Approvals Only								

Applicant Information			
Name			
Street Address			
City			
State	Zip Code		
Mailing Address			
City			
State	Zip Code		
Federal Tax Number TIN/SSN			
Applicant's Telephone Number			

Credit Union
CU Name: Orion Federal Credit Union
Address: 7845 Highway 64 Memphis, TN 38133
Contacts: Adam Thornton, Danielle Ware
Phone: 901/266-2751
Email: athornton@orionfcu.com dware@orionfcu.com

### Applicant Proposed Credit Facility:

Proposed Loan Terms			
Loan Amount	\$ _____	Interest Rate:	<input type="checkbox"/> Fixed <input type="checkbox"/> Variable
Loan Term in Months or Years	_____		<input type="checkbox"/> No Preference

Business Purpose of Loan:

Type of Collateral			
<input type="checkbox"/> Titled	<input type="checkbox"/> Possessory	<input type="checkbox"/> UCC Collateral	<input type="checkbox"/> Real Estate
<input type="checkbox"/> Automobile	<input type="checkbox"/> Share Savings/CD's	<input type="checkbox"/> Accounts Receivable	<input type="checkbox"/> Commercial – Owner Occupied
<input type="checkbox"/> Van	<input type="checkbox"/> Stocks and/or Bonds	<input type="checkbox"/> Inventory	<input type="checkbox"/> Commercial – Non-Owner Occupied
<input type="checkbox"/> Short Haul Truck	<input type="checkbox"/> Notes/Instruments/Chattel Paper	<input type="checkbox"/> Chattel Paper	<input type="checkbox"/> Income Property – Commercial
<input type="checkbox"/> Long Haul Truck	<input type="checkbox"/> Warehouse Receipts/Bills of Lading	<input type="checkbox"/> Equipment	<input type="checkbox"/> Income Property – Retail
<input type="checkbox"/> Trailer	<input type="checkbox"/> Letters of Credit	<input type="checkbox"/> General Intangibles	<input type="checkbox"/> Income Property – Residential
<input type="checkbox"/> Ship	<input type="checkbox"/> Life Insurance	<input type="checkbox"/> Fixtures	<input type="checkbox"/> Primary Residence
<input type="checkbox"/> Aircraft		<input type="checkbox"/> Crops	<input type="checkbox"/> Vacation Home
<input type="checkbox"/> Other, Please Specify:	<input type="checkbox"/> Other Pledged Collateral:	<input type="checkbox"/> Farm Products	<input type="checkbox"/> Condominium
		<input type="checkbox"/> Livestock	<input type="checkbox"/> Other Real Estate:
		<input type="checkbox"/> Farm Equipment	
		<input type="checkbox"/> Wraparound UCC filing on all business assets	
		<input type="checkbox"/> Other UCC Collateral:	

Other Collateral or Description:

Payment Type		
<input type="checkbox"/> Installment Payments	<input type="checkbox"/> Seasonal Payments	<input type="checkbox"/> Non-Revolution Line of Credit
<input type="checkbox"/> Single Payment	<input type="checkbox"/> Step Up Payments (Smaller to Larger)	<input type="checkbox"/> Revolving Line of Credit
<input type="checkbox"/> Interest Only With a Balloon Payment	<input type="checkbox"/> Step Down Payments (Larger to Smaller)	<input type="checkbox"/> Other, Please Specify:
<input type="checkbox"/> Installment Payments With a Balloon Payment		

Proposed Repayment Schedule:



FEDERAL CREDIT UNION

## BUSINESS LOAN APPLICATION

### Information Regarding Your Business:

Description of Business:	
<b>Type of Organization</b>	
<input type="checkbox"/> Profit C-Corporation	<input type="checkbox"/> Professional Corporation
<input type="checkbox"/> Profit S-Corporation	<input type="checkbox"/> Limited Liability Company
<input type="checkbox"/> Non-Profit Corporation	<input type="checkbox"/> Professional Limited Liability Company
<input type="checkbox"/> Limited Liability Partnership	<input type="checkbox"/> General Partnership
<input type="checkbox"/> Limited Liability Partnership	<input type="checkbox"/> Limited Partnership
<input type="checkbox"/> Joint Venture	<input type="checkbox"/> Individual
	<input type="checkbox"/> Sole Proprietorship
	<input type="checkbox"/> Trust
	<input type="checkbox"/> Other, Please Specify:
Official Legal Name:	
DBA Name (if any):	
State of Organization:	Qualified to do Business in the Following States:
If type of organization is an individual, a sole proprietorship, or a trust, name(s) and address(es) of owner(s) primary residence(s):	
Please attach copies of: <input type="checkbox"/> For Corporations, Articles of Incorporation, For a Limited Liability Corporation, the equivalent certificate, or For a Partnership, a Certificate of Partnership if the partnership is registered in any state (if applicable). <input type="checkbox"/> Limited Liability Corporation's Operating Agreement (if applicable) <input type="checkbox"/> Partnership Agreement (if applicable)	
Trade styles or other names under which we do or have done business:	
Registered assumed business name filings (Furnish copies of the assumed business name filings or certificates for each name, along with proof of publications, if applicable.):	
Principal Place of Business: <input type="checkbox"/> Same as applicant street address <input type="checkbox"/> Different address, please specify:	
Location of Accounting Books and Financial Records: <input type="checkbox"/> Same as applicant street address <input type="checkbox"/> Different address, please specify:	

### Proposed Guarantor(s) (Specify Relationship to Applicant):

Guarantor(s)	Address	Relationship
1.		
2.		
3.		
4.		

Attached	Not Attached	Please attach copies of:	Date(s) or Period(s) Ending
<input type="checkbox"/>	<input type="checkbox"/>	Individual Financial Statement(s)	
<input type="checkbox"/>	<input type="checkbox"/>	Federal Tax Return(s)	
<input type="checkbox"/>	<input type="checkbox"/>	Share Account Statement(s)	



FEDERAL CREDIT UNION

## BUSINESS LOAN APPLICATION

I (we) hereby affirm that the foregoing information contained in this member business loan application is presented for the purpose of obtaining credit as of the date indicated and is true, complete and correct. I understand Orion Federal Credit Union is relying on this application in making loan(s) to me. Orion Federal Credit Union or its designee is authorized to make any investigation of the credit of the applicant(s), business owner(s) and/or guarantor(s) either directly or through any agency employed by Orion Federal Credit Union for that purpose now and in the future. Orion Federal Credit Union may disclose to any other interested parties Credit Union's experience with this account. I agree to inform Orion Federal Credit Union immediately of any matter which will cause any material change to my financial condition. I understand that Orion Federal Credit Union will retain this member business loan application whether or not credit is granted.

Business Name: _____	Business Name: _____
Signature: _____	Signature: _____
Printed Name: _____	Printed Name: _____
Date: _____	Date: _____
Business Name: _____	Business Name: _____
Signature: _____	Signature: _____
Printed Name: _____	Printed Name: _____
Date: _____	Date: _____

# Commercial Real Estate Business Loan Application Checklist



## **Required Forms:**

Signed Business Loan Application  
4506T – Request for Transcript of Tax Reform  
MBL Discussion Draft - *completed by credit union staff*  
Copy of Ownership Information  
*Sole Proprietorship – DBA Filing*  
*LLC – Articles of Organization; Operating Agreement*  
*Corporation – Articles of Incorporation; Bylaws; Resolutions*  
*Partnership – Partnership Agreement*

## **Financial Information Required - Business:**

Signed Business Tax Returns – 3 years  
Signed Business Financial Statements – 3 years  
Signed Business Debt Schedule  
Signed Interim Financial Statement for Most Recent Closed Period

## **Financial Information Required - Guarantors:**

Signed Personal Financial Statements  
Personal Debt Schedule  
Signed Personal Tax Returns – 3 years  
Signed Business Tax Returns for Guaranteeing Entities – 3 years  
*Including K-1 Statements for all S Corporations, Partnerships & Limited Liability Companies*

## **Purchase/Investment RE Information Required:**

Copy of Purchase Agreement or Proforma  
Last 3 years of Seller's Rental Income and Expense if applicable  
Current Rent Roll  
Copies of Leases

## **Optional Information:**

Website or Company Information  
Financial Projections – required for start-up or major change  
Business Plan Including Management Resumes – required for start-up or major change

# Individual Financial Statement

Please contact a member of Orion's lending team if you would like to request an Excel version of this document



Member Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**CHECK AS APPLICABLE:**

Applicant is applying for this loan:

- Individually, without a co-signer or guaranty of a person or other legal entity
- Jointly, with the co-signature or guaranty of one or more persons or legal entities (including existing guarantors)

**NAMES OF OTHER PERSON(S) OR LEGAL ENTITY(IES):**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If applicant resides in a community property state, please complete the following concerning marital status:

- Applicant is:  Married  Separated  Unmarried (includes single, divorced and widowed)  
 Co-Applicant, if any, is:  Married  Separated  Unmarried (includes single, divorced and widowed)

APPLICANT INFORMATION	Social Security Number: _____		Driver's License Number: _____		Visa or MasterCard Number: _____		Home Phone Number: _____			
	Occupation: _____		Name of Employer: _____		No. of Years: _____		Salary: \$ _____ Per _____ Business Phone: _____			
	Amount of alimony, child support and separate maintenance payment income. NOTE: 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:									
	Name and address of payer of any alimony, child support or separate maintenance payment income disclosed above as a source of repayment:									
	Alimony, child support, or separate maintenance received under: <input type="checkbox"/> Court order <input type="checkbox"/> Written agreement <input type="checkbox"/> Oral agreement <input type="checkbox"/> Other:									
	Income (salary, social security, dividend, interest, etc.):									
	Source: _____							\$ _____		per month
	Have you borrowed from any other branch of this credit union? <input type="checkbox"/> Yes <input type="checkbox"/> No									
	Branch Name: _____							Date: _____		
	Number of Dependents: _____			Ages: _____						
	Have you established a trust? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, is it: <input type="checkbox"/> Revocable <input type="checkbox"/> Irrevocable		Name(s) of Trustee(s): _____				
	Have you made a will? <input type="checkbox"/> Yes <input type="checkbox"/> No		Name of Personal Representative: _____							
	Have you guaranteed or endorsed the notes and/or loans of any other person? <input type="checkbox"/> Yes <input type="checkbox"/> No						Do you have any other contingent liabilities? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Have any actions or suits been filed against you or are there any recorded judgments or decree entered against you or have you been adjudged bankrupt in the last 7 years or made any assignments for the benefit of creditors? <input type="checkbox"/> Yes <input type="checkbox"/> No									
	If yes, please explain:									
Name of a Reference					Address/Phone Number					

CO-APPLICANT INFORMATION	Co-Applicant's Full Name:		Date of		Address:	
	Social Security Number:		Driver's License Number:	Visa or MasterCard Number:		Home Phone Number: ( ) -
	Occupation:	Name of Employer:		No. of Years:	Salary: \$ Per	Business Phone: ( ) -
	Amount of alimony, child support and separate maintenance payment income. NOTE: 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.					
	Name and address of payer of any alimony, child support or separate maintenance payment income disclosed above as a source of repayment:					
	Alimony, child support, or separate maintenance received under: <input type="checkbox"/> Court order <input type="checkbox"/> Written agreement <input type="checkbox"/> Oral agreement <input type="checkbox"/> Other:					
	Income (salary, social security, dividend, interest, etc.):					
	Source:			\$ per month		
	Have you borrowed from any other branch of this credit union? <input type="checkbox"/> Yes <input type="checkbox"/> No					
	Branch Name:			Date:		
	Number of Dependents:				Ages:	
	Have you established a trust? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, is it: <input type="checkbox"/> Revocable <input type="checkbox"/> Irrevocable		Name(s) of Trustee(s):	
	Have you made a will? <input type="checkbox"/> Yes <input type="checkbox"/> No		Name of Personal Representative:			
	Have you guaranteed or endorsed the notes and/or loans of any other person? <input type="checkbox"/> Yes <input type="checkbox"/> No				Do you have any other contingent liabilities? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Have any actions or suits been filed against you or are there any recorded judgments or decree entered against you or have you been adjudged bankrupt in the last 7					
If yes, please explain: <input type="checkbox"/> Yes <input type="checkbox"/> No						
<b>Name of a Reference</b>			<b>Address/Phone Number</b>			

PLEASE INDICATE OR PROVIDE AN EXPLANATION AS TO ANY ASSETS OWNED JOINTLY OR BY A TRUST OR LIABILITIES OWED TO OTHERS. ATTACH SCHEDULES AND EXPLANATORY NOTES IF NECESSARY.

STATEMENT OF FINANCIAL CONDITION OF \_\_\_\_\_ AS OF \_\_\_\_\_

RE-CAP OF INCOME AND EXPENSES					
(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.)					
ANNUAL INCOME FOR YEAR 20____		ANNUAL EXPENSES FOR YEAR 20____		CONTINGENT LIABILITIES	
Salary or Wages	\$ -	Property Taxes & Assessments	\$ -	As Endorser on Notes/Contracts	\$ -
Dividends and/or Interest	\$ -	Federal & State Income Taxes	\$ -	As Guarantor on Notes/Contracts	\$ -
Rentals (Gross Income)	\$ -	Real Estate Loan Payments	\$ -	For Taxes	\$ -
Business (Net Income)	\$ -	Contract/Note Payments	\$ -	Other Contingent Liabilities:	\$ -
Other Income (Describe)*	\$ -	Living Expenses (Estimated)	\$ -		
		Other Expenses	\$ -		
<b>TOTAL INCOME</b>	<b>\$ -</b>	<b>TOTAL</b>	<b>\$ -</b>	<b>TOTAL CONTINGENT</b>	<b>\$ -</b>

SCHEDULE A				CASH LOCATION AND STATUS OF CREDIT UNION AND OTHER ACCOUNTS					
Checking	Savings	CD's	Credit Union and Branch Where Carried	Balance	Interest Rate	CD Maturity Date	Is account pledged for a loan?	Balance of Loan	Maturity Date of Loan
				\$ -				\$ -	
				\$ -				\$ -	
				\$ -				\$ -	
				\$ -				\$ -	
TOTAL				\$ -				\$ -	
				TOTAL		\$ -			

SCHEDULE B		STOCKS AND BONDS (Includes Interests In Any Closely Held Business)					
Description	No. Shares	Registration Number	Source of Valuation	Date	Price Per Share	Total Value	Purchased on Margin or Pledged
					\$ -	\$ -	
					\$ -	\$ -	
					\$ -	\$ -	
					\$ -	\$ -	
					\$ -	\$ -	
TOTAL						\$ -	

SCHEDULE C		LIFE INSURANCE (Including loans)				
Insured	Primary Beneficiary	Face Amount	Cash Value	Loans on Policy	Name of	Location of Office
		\$ -	\$ -	\$ -		
		\$ -	\$ -	\$ -		
TOTALS		\$ -	\$ -	\$ -		

ACCOUNTS AND NOTES		ACCOUNTS AND NOTES RECEIVABLE					
Owner(s)	Due From	Address	Collateral	Maturity Date	How Payable?		Balance Due
					Amt	Per	
					\$ -		\$ -
					\$ -		\$ -
					\$ -		\$ -
					\$ -		\$ -
TOTAL					\$ -	TOTAL	\$ -

SCHEDULE E		REAL ESTATE (Residence, Unimproved Land, Income Properties, Private Contract, etc.)									
Parcel No.	Description	Location Address	Owner(s)	Date Acquired	Acquisition Cost	Mortgagee or Lien Holder	Annual Taxes	Monthly Income	Monthly Payment	Present Value	Balance Due
1					\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
2					\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
3					\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
4					\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
5					\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
6					\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
7					\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
8					\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
9					\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
10					\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS							\$ -	\$ -	\$ -	\$ -	\$ -

SCHEDULE F		OTHER ASSETS AND PERSONAL PROPERTY							
Automobiles		Value	Rec. Vehicles & Boats		Value	Personal Property	Value	Subtotal For	Subtotal
Year	Make		Year	Make					
		\$ -			\$ -	Furniture	\$ -	Subtotal -	\$ -
		\$ -			\$ -	Jewelry	\$ -	Subtotal - RV's and	\$ -
		\$ -			\$ -	Equipment	\$ -	Boats	\$ -
		\$ -			\$ -	Other:	\$ -	Subtotal - Personal	\$ -
		\$ -			\$ -	Other:	\$ -	Property	\$ -
Subtotal Automobiles		\$ -	Subtotal RV's/Boats		\$ -	Subtotal Pers. Prop.	\$ -	Total for Other	\$ -

SCHEDULE G		NOTES AND LOANS PAYABLE TO CREDIT UNIONS AND OTHERS (Non-Real Estate)					
Payable To	Address	Collateral	Person(s) Liable	Maturity Date	How Payable?		Balance Due
					Amount	Per	
					\$ -		\$ -
					\$ -		\$ -
					\$ -		\$ -
TOTAL					\$ -	TOTAL	\$ -





**SIGNATURES AND AFFIRMATION SECTION:**

<b>SIGNATURES</b>	I (we) hereby affirm that the foregoing information contained in this financial statement is presented for the purpose of obtaining credit as of the date indicated and
	Applicant's Signature: _____ Date: _____ Co-Applicant's Signature: _____ Date: _____
	<b>Consent (If you are relying on income from a person who is not an applicant above, please have that person complete this section so we can verify their credit.)</b>
	I authorize Orion Federal Credit Union to make any investigation of my credit either directly or through any agency employed by Orion Federal Credit Union for  Signature: _____ Date: _____ _____