

## Business & Commercial Real Estate Loan Application & Disclosure Form

This form contains important information related to your loan request.

**This package:** In an attempt to keep the loan application as simple as possible—but no simpler—this is a multi-purpose document! It has two parts:

- I. Disclosures – We disclose certain rights you have related to your application.
- II. Loan request – You answer questions about your request and relevant financial information.

**Next steps:** You can get this information back to us in whatever way in most convenient for you:

- Complete electronically or print and complete by hand
- You can sign and return, or we'll get your signature after-the-fact
- Submit it to us securely via the secure ShareFile link we provided, or give it to us in person
- Mail or courier it to us:  
Seattle Bank  
Attn: [Relationship Manager]  
600 University St. – Ste 1850  
Seattle, WA 98101-1129

We appreciate you taking the time to provide us this information, and thank you for considering Seattle Bank.

If you have questions on this application or related disclosures, please contact me:

**[Relationship Manager]**

Phone

Email



Built for you

## Part I: Notices & Disclosures

**Commitments:** Oral agreements or oral commitments to loan money, extend credit or to forbear from enforcing payment of a debt are not enforceable under Washington law (RCW 19.36). Seattle Bank's agreement to lend money is contingent on the Bank's final underwriting approval and proper documentation.

**Equal Credit Opportunity Act Notice:** The federal Equal Credit Opportunity Act (ECOA) prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning this creditor is; Division of Consumer Affairs, Federal Deposit Insurance Corporation, Washington, DC 24029-9990.

**Right to Request Specific Reasons for Credit Denial.** If your application for business credit is denied, you have the right to a written statement of the specific reasons for the denial. To obtain the statement, please contact Seattle Bank at 600 University St., Suite 1850, Seattle, WA 98101, or (206) 281-1500 within 60 days from the date you are notified of our decision. We will send you a written statement of reasons for the denial within 30 days of receiving your request for the statement.

**Notice for Incomplete Applications.** If you have submitted an application for business or commercial credit, and we notify you that additional items are needed before we can fully evaluate your request, please submit the information within 90 days from the date of our request. If we do not receive all of the information we requested by that time, we will regrettably not be able to give further consideration to your request. However, we welcome you to submit a new application at any time and we will give it our full consideration.

**Spousal Signatures:** Applicants may apply for credit in their name alone, regardless of applicant's marital status. Submission of a joint financial statement does not constitute an application for joint credit. A bank may request a cosigner, guarantor or similar party to support a credit request. However, an applicant's spouse cannot be required to guarantee the obligation of the applicant. The bank may require the applicant's spouse or other person to sign only on instrument(s) necessary, or reasonably believed by the creditor to be necessary, under the law of the state in which the property is located, to enable the creditor to reach the property being relied upon in the event of the death or default of the applicant.

**For Loans Secured by a 1<sup>st</sup> Lien on a Dwelling:** We may order an appraisal to determine the property's value and charge you for this appraisal. We will promptly give you a copy of any appraisal, even if your loan does not close. You can pay for an additional appraisal for your own use at your own cost. In your letter, please give us your name and your mailing address. The term "dwelling includes, but is not limited to, an individual condominium or cooperative unit, and a mobile or other manufactured home.

**USA PATRIOT Act Notice:** To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account; an account includes deposit, transaction, or credit accounts.

## Part II: Business &amp; Commercial Real Estate Loan Application

Section 1: Business Information					
Legal Name of Business:		DBA Name (if applicable):		Federal Tax ID No.	
Business Contact Name:			Title (if applicable):		Phone No.
Legal Status of Business Ownership: <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Other:		<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Corporation	Gross Annual Revenues of most recent Fiscal Year: \$	Was the most recent year profitable? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Business was established Mo Yr
Describe type of Business: (e.g. construction contractor, shoe manufacturer, etc.)			Number of Employees:		Under Current Management since: Mo Yr
Industry Type: <input type="checkbox"/> Manufacturing <input type="checkbox"/> Construction <input type="checkbox"/> Mining <input type="checkbox"/> Real Estate <input type="checkbox"/> Agriculture, Forestry and Fishing <input type="checkbox"/> Transportation <input type="checkbox"/> Wholesale Trade <input type="checkbox"/> Retail Trade <input type="checkbox"/> Finance, Insurance <input type="checkbox"/> Service <input type="checkbox"/> Other					
Business Street Address: (Required)		City:		St.	Zip:
Mailing Address: (if different )		City:		St.	Zip:
Business Phone: ( ) -	Business Fax: ( ) -	E-Mail Address		Customer Since Mo Yr	
Section 2: Related Business Information					
Does the Business Applicant Or any Guarantor Own More Than 20% Interest In Any Other Company? Name of Company (ies):				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are Any Taxes Currently Past Due By The Business Applicant Or Guarantor? Type of Tax: Amount:				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business Applicant Or Any Guarantor Ever Been Involved In Bankruptcy, Insolvency Proceedings, Or Any Lawsuits? Explain:				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Borrowing Intent: Borrowing intent should be evidenced when an individual is applying <u>with</u> the applicant for shared or joint credit (e.g. individual is co-borrower with a business or two individuals are borrowing together). This intent is <u>not</u> completed for guarantors.			<input type="checkbox"/> Individual Credit: Relying solely on borrower or guarantor financial capacity. <input type="checkbox"/> Joint Credit: We intend to apply for joint credit, with reliance on financial capacity of co-borrower. (Initials) _____		
Section 3: Personal Information					
Please provide the following information on <u>each</u> owner, partner or member owning 20% or more interest in Business Applicant. If needed, attach and complete this section and the Authorization/Signatures/Personal Guarantees section and attach for additional guarantor(s). Alimony, child support or separate maintenance income need not be included if you do not wish to have it considered as a basis for repaying this obligation.					
Check if you are a: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Guarantor % of Ownership			Check if you are a: <input type="checkbox"/> Guarantor % of Ownership		
Owner Name: First		Middle Initial	Last	Owner Name: First	
Middle Initial		Last	Middle Initial		Last
Social Security Number: (Required) - -		Monthly Rent/Mortgage Payment: \$		Social Security Number: (Required) - -	
Monthly Rent/Mortgage Payment: \$		Residence Street Address:		City:	State:
Residence Street Address:		City:	State:	Residence Street Address:	
City:	State:	Residence Street Address:		City:	State:
Zip Code:	Home Phone:	Annual Income: \$	Zip Code:	Home Phone:	Annual Income: \$
Other Income: Annual \$ Source of Income:			Other Income: Annual \$ Source of Income:		
Information on your residence, do you? <input type="checkbox"/> Rent <input type="checkbox"/> Own <input type="checkbox"/> Other			Information on your residence, do you? <input type="checkbox"/> Rent <input type="checkbox"/> Own <input type="checkbox"/> Other		
Personal Accounts:		Name of Institution:	Average Balance:	Personal Accounts:	
Name of Institution:		Average Balance:	Name of Institution:		Average Balance:
Checking			Checking		
Savings			Savings		
Complete <u>only</u> if Business Applicant is a sole proprietorship who resides in the state of Washington. Check one of the following: <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Unmarried (includes single divorced, or widowed)					
Section 4: Automatic Payment and Overdraft Protection					
<input type="checkbox"/> I request and authorize Seattle Bank to deduct my Line of Credit payments each month from the above Seattle Bank business checking account on the _____ day of each month.					
<input type="checkbox"/> I request and authorize Seattle Bank to deduct my Line of Credit payments each month from my non-Seattle Bank business checking account number _____ on the _____ day of each month. (Please include a voided check or savings deposit slip with your application.)					

I do not want automatic payment deduction.

I request and authorize Overdraft Protection on Seattle Bank business checking Account #

**Section 5: Authorizations, Signatures, Personal Guarantees**

Business Name (complete legal name and DBA (if applicable) as shown on page 1)

The Business named above ("Applicant") and each person certifies that all information provided in this Application is complete, true and correct and that nothing that would, if disclosed, unfavorably affect this application. The furnishing of false information for the purpose of influencing the Bank's loan decision violates Federal criminal laws and may subject a violator to fine, imprisonment or both.

The Business named above ("Applicant") and each person signing this Application authorizes Seattle Bank ("Lender") (1) to obtain credit reports and other credit and employment information about Signer, including information from state and federal tax authorities, and (2) furnish information about Signer to credit bureaus, other Signers, and other persons who claim to be authorized by Signer to receive such information.

Each Signer has read and agrees to the provisions of this Business & Commercial Real Estate Loan Application & Disclosure Form.

Each person signing below certifies that he/she is signing on behalf of the Applicant in the capacity indicated and is authorized to execute this Application on behalf of the Applicant. Resolutions, if any, needed for such authorization have been adopted. By signing below, each Signer agrees that they are signing in their business and individual capacity (even though a Signer may place a title or other designation next to Signer's signature).

**The following Authorized Owner is signing individually and on behalf of the Business Applicant:**

Signature	Print Name	Title	Date
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Signature	Print Name	Title	Date
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Check-list for additional information:

Company Information

- Company financial statements for the last three years
- Complete signed company tax returns for the last three years
- Interim company financial statements for the most recent month end, and same period prior year
- AR & AP aging
- Inventory aging
- Projections, including planned capital expenditures

Personal information for individuals with a 20% or greater ownership in the applicant

- Complete signed personal tax returns for the last two years
- Personal financial statement