



## APPLICATION PACKAGE COMPLETENESS CHECKLIST

### All Businesses

- Business Loan Application** dated within the last 30 days
- Business Schedule of Debt** for each business entity participating in the loan
- Interim Business Income Statements and Balance Sheets** current within 60 days (internally prepared is acceptable)
- Accounts Receivable Aging, Accounts Payable Aging** if applicable
- Personal Financial Statement** for each principal/owner listed on the application (not more than 60 days old)
- Personal Tax Returns** for the last three fiscal years, including all schedules and K-1's for each owner, general partner, and/or principal officer who has ownership of 20% or more.
- IRS 4506** for borrower and each principal/owner on the application
- Trust Agreement** if the borrower, owner, or guarantor is a trust or holds assets in a trust

### For Sole Proprietors

- Business Financial Statements** from the last 3 years

### For Corporations, LLCs, or Partnerships

- CPA Prepared Audited or Reviewed Financial Statements** for the last three fiscal years, including all schedules

- or -

- Business Tax Returns** for the last three fiscal years, including all schedules and K-1s. If Business Tax Returns are prepared using the cash basis method of accounting, then you must also submit a company prepared accrual fiscal year-end Business Financial Statement from the last three years, including income statement and balance sheet.

### Entity Documents

- Sole Proprietors** Fictitious Name Statement
- Corporation** Articles of Incorporation and Bylaws
- Partnership** Partnership Agreement and Certificate of Limited Partnership (if applicable)
- LLCs** Articles of Organization and Operating Agreement

Note: Tax returns must be signed by owner or stamped by preparer, including preparer's address and tax ID on standard IRS forms.

## Additional Application Requirements

### Real Estate Loans

- Equity Addendum
- Environmental Questionnaire
- Phase I (if available)
- Most Recent Appraisal (if available)
- Insurance Policy (if available)
- Income Property: copies of all leases, projected rental income/expenses, and if held in separate partnership or corporation, three years of tax returns
- Purchase Money Transactions: copy of purchase agreement and preliminary title report if escrow is already open
- Second Mortgages: copy of the promissory note and deed of trust on the first mortgage and most recent mortgage statement

### Equipment Loans

- Used Equipment: copy of the signed purchase agreement between buyer and seller (an appraisal may be required)
- New Equipment: copy of the invoice or purchase order

### Cash Secured Lines and Loans\*\*

- Deposit secured loans: account number, date account was opened, maturity date, interest rate, and account balance

\*\*A copy of the customer's account statement should provide this information.

### SBA 7(a) Loans

- Combined SBA Addendum
- Management Resume
- Business Plan and Projections of Monthly Revenues & Expenses (required for business purchases and businesses less than one year old)

### SBA 504 Loans

- Additional information for the CDC will be required



## BUSINESS LOAN APPLICATION

### Company Information

**Business Legal Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Company (or DBA) Name:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**Date Business Established:** \_\_\_\_\_ **Owner Since:** \_\_\_\_\_ **Website Address:** \_\_\_\_\_

**Location Address:**  
 \_\_\_\_\_  
 Street City State Zip

**Mailing Address:**  
 \_\_\_\_\_  
 Street City State Zip

**Federal Tax ID #:** \_\_\_\_\_ **No. of Employees:** \_\_\_\_\_ **No. of Business Locations:** \_\_\_\_\_

**State of Incorporation:** \_\_\_\_\_ **Ownership Type:**  Sole Prop  Partnership  Corporation  Other

**Describe product/service:** \_\_\_\_\_

### Owner Information

**Name:** \_\_\_\_\_ **% Ownership:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **% Ownership:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **% Ownership:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **% Ownership:** \_\_\_\_\_ **Title:** \_\_\_\_\_

### Credit Request Information

<b>Loan Type:</b>	<b>Amount:</b>	<b>Please provide a brief explanation your planned use of the proceeds:</b>
<input type="checkbox"/> Line of Credit	\$ _____	_____
<input type="checkbox"/> Term Loan	\$ _____	_____
<input type="checkbox"/> Real Estate Loan	\$ _____	_____

### Business Information

Has the borrower used or done business under any other names?  Y  N

Is there a Franchise Agreement? (If so, please attach.)  Y  N

Does the borrower hold any assets in a trust?  Y  N

Is the business an endorser, guarantor, or co-maker for obligations not listed on its financial statements?  Y  N

Is the business a party to any claim or lawsuit?  Y  N

Has the business ever declared bankruptcy?  Y  N

Does the borrower use hazardous substances in the normal course of business?  Y  N

Has the borrower ever failed to comply with any laws, rules, or regulations relating to hazardous substances?  Y  N

Is the applicant (or any officer, Principal, or Partner of the applicant) currently on the Board of Directors, a Principal Shareholder, or an executive officer of Bank of Southern California, other Bank, Thrift, or S&L?  Y  N

If YES to any, please describe:  
 \_\_\_\_\_  
 \_\_\_\_\_

## Business Banking Accounts

**Bank Name:** \_\_\_\_\_ **Account No.:** \_\_\_\_\_  Checking  Savings **Balance:** \$ \_\_\_\_\_

**Bank Name:** \_\_\_\_\_ **Account No.:** \_\_\_\_\_  Checking  Savings **Balance:** \$ \_\_\_\_\_

**Bank Name:** \_\_\_\_\_ **Account No.:** \_\_\_\_\_  Checking  Savings **Balance:** \$ \_\_\_\_\_

Would you like to move any of your deposit accounts to Bank of Southern California?  Yes  No

## About Your Business

**How are your products or services sold?**  Walk in  Internal Sales Force  Direct Mail  Telemarketing  Manufacturer's Rep  
 Other: \_\_\_\_\_

**Is the business/industry subject to regulatory agencies?**  No  Yes, please list: \_\_\_\_\_

## About Your Sales

Projected sales for this year? \$ \_\_\_\_\_ How many customers? \_\_\_\_\_

What is the geographic market area where you do business? \_\_\_\_\_

Are the sales seasonal?  No  Yes, please explain: \_\_\_\_\_

Do any customers represent more than 10% of sales?  No  Yes, please explain: \_\_\_\_\_

What are the selling terms?  Cash  N/10  N/30  N/60 How many days to collect? \_\_\_\_\_

What are the purchasing terms?  Cash  N/10  N/30  N/60 How many days to clear? \_\_\_\_\_

Any government sales (local, state, federal)?  No  Yes, percent: \_\_\_\_\_ Any international sales?  No  Yes, percent: \_\_\_\_\_

Any overseas suppliers?  No  Yes Who are your three top competitors? \_\_\_\_\_

## About Your Management

Does the owner actively manage the business?  No  Yes  Full Time  Part time \_\_\_\_\_ %

Prior to owning the business, how many years of industry experience does the owner have? \_\_\_\_\_

Who would manage the business in the owner's absence? (Insurance, family, succession) \_\_\_\_\_

May we contact your accountant?  Yes  No Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## About Your Facilities

Is the business property  Owned  Leased Square Footage: \_\_\_\_\_

If owned, what was the cost? \$ \_\_\_\_\_ What is the present market value? \_\_\_\_\_

If leased, what is the lease expiration date? \_\_\_\_\_

What type of equipment does the Company use? \_\_\_\_\_

## SCHEDULE OF BUSINESS DEBT

Company Name: \_\_\_\_\_

As of Date: \_\_\_\_\_

Creditor	Loan Type	Collateral	Note Date	Maturity Date	Original Amount	Current Balance	Balance of Recent FYE*	Interest Rate	Monthly Payment	Annual Payment
					\$	\$	\$		\$	\$
					\$	\$	\$		\$	\$
					\$	\$	\$		\$	\$
					\$	\$	\$		\$	\$
					\$	\$	\$		\$	\$
					\$	\$	\$		\$	\$
					\$	\$	\$		\$	\$
					\$	\$	\$		\$	\$
					\$	\$	\$		\$	\$
					\$	\$	\$		\$	\$
					\$	\$	\$		\$	\$
					\$	\$	\$		\$	\$
					\$	\$	\$		\$	\$
					<b>TOTAL</b>	\$	\$			

\* Total should reflect all loans, lines, leases, and other contractual obligations as presented in the most recent financial statement provided.

## Miscellaneous Information

Automatic Payment

Yes, set up automatic payment to my new Bank of Southern California business loan or line of credit from my Bank of Southern California business checking account number listed below.

Account Number: \_\_\_\_\_

Overdraft Protection

Yes, set up overdraft protection from my Bank of Southern California line of credit and cover overdrafts by advancing funds to my business checking account number listed below.

Account Number: \_\_\_\_\_

## Agreement

The signer(s) certifies that he/she is authorized to execute this Application for the business named above ("Applicant"), and that all information and documents submitted, including federal income tax returns (if applicable), are true, correct, and complete. The signer(s) authorizes Bank of Southern California ("Bank") to obtain customer and/or business reports from others, including (if applicable), the Internal Revenue Service or the Franchise Tax Board, in their names as individuals at any time. The signer(s) further agrees to notify the Bank promptly of any material change in any such information. The signer(s) further authorizes the Bank to obtain balance and payoff information on all accounts requiring payoff as a condition of granting credit. If the Applicant is a legal entity, all owners must sign and include their title. The signer(s) understands and agrees that this application is subject to final credit approval and that additional information may be required. California Residents: Applicant, if an individual and married, may apply for a separate account.

The Bank is authorized to make any investigation of the credit status of applicants and any co-applicant either directly or through any agency employed by the Bank.

The Federal Equal Credit Opportunity Act 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 Bank of Southern California is the District Office of the Comptroller of the Currency, 1301 McKinney Avenue, Suite 3710, Houston, TX 77010.

If your application for business credit is denied, you have the right to a written statement of the specific reasons for denial. To obtain this statement, please write Bank of Southern California, Attn: Business Banking Group, 12265 El Camino Real, Suite 100, San Diego, CA 92130 or call (858) 847-4780, 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.

1. \_\_\_\_\_  
Signature Title Date

2. \_\_\_\_\_  
Signature Title Date

3. \_\_\_\_\_  
Signature Title Date

4. \_\_\_\_\_  
Signature Title Date



## PERSONAL FINANCIAL STATEMENT

### Personal Profile

**Name:** \_\_\_\_\_ **SSN:** \_\_\_\_\_  Married  Unmarried  Separated  
First Middle Last

**Spouse's Name:** \_\_\_\_\_ **SSN:** \_\_\_\_\_ **No. of Dependents:** \_\_\_\_\_  
First Middle Last

**Street Address:** \_\_\_\_\_  Own  Rent \$ \_\_\_\_\_  Other  
Street City State Zip

**Home Phone:** \_\_\_\_\_ **Business Ph.:** \_\_\_\_\_ **Cell Ph.:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**At Current Address Since:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ **Spouse's Date of Birth:** \_\_\_\_\_

### Employment Information

**Employer:** \_\_\_\_\_ **Occupation:** \_\_\_\_\_ **How long with employer?** \_\_\_\_\_

**Spouse's Employer:** \_\_\_\_\_ **Occupation:** \_\_\_\_\_ **How long with employer?** \_\_\_\_\_

### Personal Bank Accounts

Name of Bank	Account Number	Type of Account	Current Balance
		<input type="checkbox"/> Checking <input type="checkbox"/> Savings	
		<input type="checkbox"/> Checking <input type="checkbox"/> Savings	
		<input type="checkbox"/> Checking <input type="checkbox"/> Savings	
		<input type="checkbox"/> Checking <input type="checkbox"/> Savings	

Would you like to move any of your deposit accounts to Bank of Southern California?  Yes  No

### Financial Statement

Assets	Amount	Liabilities	Amount
Cash in Bank Accounts <small>Attach copies of bank statements</small>		Revolving Debt <small>Credit Cards or Credit Lines</small>	
Stock, Marketable Securities <small>Attach copies of brokerage statements</small>		Installment Debt <small>Student Loans and Auto Loans</small>	
Retirement Assets <small>IRA, SEP, KEOGH, 401(k)</small>		Primary Residence Debt <small>Mortgages, Home Equity Lines</small>	
Primary Residence		Other Real Estate Debt <small>Describe: _____</small>	
Other Real Estate		Other Debt <small>Describe: _____</small>	
Ownership in Closely Held Business(es)		Other Debt <small>Describe: _____</small>	
Other Assets <small>Vehicles, etc.</small>		Other Debt <small>Describe: _____</small>	
<b>Total Assets</b>		<b>Total Liabilities</b>	

**Real Estate Holdings**

Attach a separate schedule for additional properties.

**Property Types:** Single Family, Multiple Family, Commercial/Industrial, Land/Acreage, Vacation, Rental

Property Type Please choose from the list above.	Residence: <input type="checkbox"/> SF <input type="checkbox"/> Multiple	Property Type: _____	Property Type: _____
Percentage Ownership			
Property Address			
Date Purchased			
Purchase Price			
Estimated Market Value			
1 <sup>st</sup> Mortgage Balance			
1 <sup>st</sup> Mortgage Payment			
Mortgage Company Name			
All Other Mortgages/Liens			
Other Mortgage Payments			
Annual Property Taxes/Insurance			
Gross Monthly Rent			

**General Information**

If married, these questions to both you and your spouse.

- Have you ever had property foreclosed upon or given title or deed in lieu thereof?  Y  N
- Have you ever filed for bankruptcy?  Y  N
- Have you ever been a principal or guarantor of a business that declared bankruptcy?  Y  N
- Are there any assets held in a trust?  Y  N
- Are you party to any claims or lawsuits?  Y  N
- Are you a co-signer or guarantor of any other debt?  Y  N
- Do you own 20% or more of another business?  Y  N
- Are you currently an executive officer, principal shareholder, or on the Board of Directors of any Bank, Thrift or S&L?  Y  N

If YES to any of the questions above, please describe:

**Other Information**

Please provide any information you feel would assist in processing your loan request. Attach a separate sheet if necessary.

**Signatures**

The signer(s) certifies that the above (attached) statement and support schedules, including all federal tax returns, prepared by or for the undersigned, are a complete and true statement of the financial condition of the undersigned on the date indicated. The signer(s) authorizes Bank of Southern California to obtain consumer and/or business reports including inquiries to the Internal Revenue Service or the Franchise Tax Board, in their names as individuals anytime. The Bank is also authorized to provide credit information about the Bank's credit experience with the signer(s) to other creditors and credit reporting agencies.

X \_\_\_\_\_  
Applicant's Signature Date

X \_\_\_\_\_  
Spouse's Signature Date



## PERSONAL FINANCIAL STATEMENT

### Personal Profile

**Name:** \_\_\_\_\_ **SSN:** \_\_\_\_\_  Married  Unmarried  Separated  
First Middle Last

**Spouse's Name:** \_\_\_\_\_ **SSN:** \_\_\_\_\_ **No. of Dependents:** \_\_\_\_\_  
First Middle Last

**Street Address:** \_\_\_\_\_  Own  Rent \$ \_\_\_\_\_  Other  
Street City State Zip

**Home Phone:** \_\_\_\_\_ **Business Ph.:** \_\_\_\_\_ **Cell Ph.:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**At Current Address Since:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ **Spouse's Date of Birth:** \_\_\_\_\_

### Employment Information

**Employer:** \_\_\_\_\_ **Occupation:** \_\_\_\_\_ **How long with employer?** \_\_\_\_\_

**Spouse's Employer:** \_\_\_\_\_ **Occupation:** \_\_\_\_\_ **How long with employer?** \_\_\_\_\_

### Personal Bank Accounts

Name of Bank	Account Number	Type of Account	Current Balance
		<input type="checkbox"/> Checking <input type="checkbox"/> Savings	
		<input type="checkbox"/> Checking <input type="checkbox"/> Savings	
		<input type="checkbox"/> Checking <input type="checkbox"/> Savings	
		<input type="checkbox"/> Checking <input type="checkbox"/> Savings	

Would you like to move any of your deposit accounts to Bank of Southern California?  Yes  No

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Retirement Assets <small>IRA, SEP, KEOGH, 401(k)</small>		Primary Residence Debt <small>Mortgages, Home Equity Lines</small>	
Primary Residence		Other Real Estate Debt <small>Describe: _____</small>	
Other Real Estate		Other Debt <small>Describe: _____</small>	
Ownership in Closely Held Business(es)		Other Debt <small>Describe: _____</small>	
Other Assets <small>Vehicles, etc.</small>		Other Debt <small>Describe: _____</small>	
<b>Total Assets</b>		<b>Total Liabilities</b>	

**Real Estate Holdings**

Attach a separate schedule for additional properties.

**Property Types:** Single Family, Multiple Family, Commercial/Industrial, Land/Acreage, Vacation, Rental

Property Type Please choose from the list above.	Residence: <input type="checkbox"/> SF <input type="checkbox"/> Multiple	Property Type: _____	Property Type: _____
Percentage Ownership			
Property Address			
Date Purchased			
Purchase Price			
Estimated Market Value			
1 <sup>st</sup> Mortgage Balance			
1 <sup>st</sup> Mortgage Payment			
Mortgage Company Name			
All Other Mortgages/Liens			
Other Mortgage Payments			
Annual Property Taxes/Insurance			
Gross Monthly Rent			

**General Information**

If married, these questions to both you and your spouse.

- Have you ever had property foreclosed upon or given title or deed in lieu thereof?  Y  N
- Have you ever filed for bankruptcy?  Y  N
- Have you ever been a principal or guarantor of a business that declared bankruptcy?  Y  N
- Are there any assets held in a trust?  Y  N
- Are you party to any claims or lawsuits?  Y  N
- Are you a co-signer or guarantor of any other debt?  Y  N
- Do you own 20% or more of another business?  Y  N
- Are you currently an executive officer, principal shareholder, or on the Board of Directors of any Bank, Thrift or S&L?  Y  N

If YES to any of the questions above, please describe:

**Other Information**

Please provide any information you feel would assist in processing your loan request. Attach a separate sheet if necessary.

**Signatures**

The signer(s) certifies that the above (attached) statement and support schedules, including all federal tax returns, prepared by or for the undersigned, are a complete and true statement of the financial condition of the undersigned on the date indicated. The signer(s) authorizes Bank of Southern California to obtain consumer and/or business reports including inquiries to the Internal Revenue Service or the Franchise Tax Board, in their names as individuals anytime. The Bank is also authorized to provide credit information about the Bank's credit experience with the signer(s) to other creditors and credit reporting agencies.

X \_\_\_\_\_  
Applicant's Signature Date

X \_\_\_\_\_  
Spouse's Signature Date



## AUTHORIZATION TO RELEASE INFORMATION

To Whom It May Concern:

1. Applicant has applied for a loan from Bank of Southern California ("Lender"). As part of the application process, Lender, any insurer of the loan and any collateral title insurer may verify information Applicant provided to Lender either before or after the loan is closed.
2. Applicant authorizes you to provide to Lender, to any investor to whom Lender may sell Applicant's loan, and to any insurer of the loan any and all information and documentation that they may request. Such information may include, but is not limited to, income; bank, money market, and similar account balances; credit history; and copies of income tax returns.
3. Lender, any investor that purchases the loan, and any insurer of the loan may address and send this authorization to any person or company named in the loan application.
4. A copy of this authorization may be accepted as an original.
5. Your prompt reply to Bank of Southern California, to any investor that purchases the loan, and to any insurer of the loan is appreciated.

Applicant:

X \_\_\_\_\_  
Applicant Date

X \_\_\_\_\_  
Co-Applicant Date



## **LOAN APPLICATION DISCLOSURES**

**Applicant: Retain for Your Records**

### **Adverse Action Notice**

Applicant's Copy

The Federal Equal Credit Opportunity Act 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 Bank of Southern California is the District Office of the Comptroller of the Currency, 1301 McKinney Avenue, Suite 3710, Houston, TX 77010.

If your application for business credit is denied, you have the right to a written statement of the specific reasons for denial. To obtain this statement, please write Bank of Southern California, Attn: Business Banking, 12265 El Camino Real, Suite 100, San Diego, CA 92130 or call (858) 847-4780, 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.

### **Appraisal Availability Notice**

You have the right to receive, upon written request, a copy of any appraisal report which is prepared in connection with your request for credit. The right to receive the appraisal report is conditioned upon your paying for all appraisal fees (and, for Non-Residential real property, all actual costs of duplicating the appraisal report). If you are entitled and wish to receive a copy of the appraisal report, please submit a written request to Bank of Southern California, Attn: Business Banking, 12265 El Camino Real, Suite 100, San Diego, CA 92130 or call (858) 847-4780. Your written request for a copy of the appraisal report must be received by Bank of Southern California no later than 90 days after (1) Bank of Southern California provides notice of the action taken on your application or a notice of incompleteness or (2) your application has been withdrawn.

### **Hazard Insurance Notice**

In applying for a loan or credit accommodation that will be secured by real property, as a condition of the loan or credit accommodation, Lender may require you to maintain hazard insurance coverage for the real property. California law provides that Lender cannot require you, as a condition of receiving or maintaining a loan secured by real property, to provide hazard insurance coverage against risks to the property (such as fire and other perils) in an amount exceeding the replacement value of the building or structures attached to the property.