

## **Application Instructions**

**Please complete the attached Application, Personal Financial Statement, and Affidavit of Loan Purpose.**

Make sure to see below for additional items you will need to provide in order to ensure that your application can be processed promptly.

If you have any questions or concerns about the application, please do not hesitate to contact me at 303-573-1170 Ext. 1748. You may also email me with questions at [mgutilla@denvercommunity.coop](mailto:mgutilla@denvercommunity.coop). Thank you for selecting Denver Community Credit Union for your business lending needs.

## **Other Items Needed**

In addition to the information that you will be providing to us by completing the following Loan Application, we will need to obtain other general information that may be applicable to your request:

### Prequalification:

- Complete copies of your last three year's personal and business federal tax returns including any W-2's, all schedules and associated K-1 forms
- Year-to-date business balance sheet
- Current Year Income Statement
- Ownership information and breakdown or resumes
- If rental income will be used to qualify we will need a copy of the rent roll and leases

### Purchase:

- Copy of purchase contract
- Copy of proof of property insurance
- Proof of down payment funds

### Refinance

- Copy of most recent mortgage statement (if applicable)
- Copy of statements of any debt to be paid off directly
- Copy of proof of property insurance

## **USA Patriot Act Information Disclosure**

### **Important Information Regarding Application Procedures**

In accordance with Section 326 of the USA Patriot Act signed on October 26, 2001, Denver Community Credit Union is required to record all documents used in identifying our loan customers and in identifying signatory individuals added to an existing or new loan. In some cases, identification will be requested for those individuals who are already customers prior to the effective date of the customer identification requirements because original documentation was not obtained with the origination of the loan, or Denver Community Credit Union is unable to form a reasonable belief that we know the true identity of the existing customer. In all cases protection of our customer's identity and confidentiality is Denver Community Credit Union's pledge to you.

What this means for you: When you apply for a loan, we will ask for your name, address, date of birth and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

1095 Federal Boulevard, Denver, CO 80204  
303-573-1170 • 1-877-293-6328

## Application Information

Date	Annual Sales	Account Number
Request: <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Increase		
Loan Amount Requested	Terms of Repayment	Use of Proceeds
What Collateral do You offer in support of this credit request? (If Real Estate, please provide a copy of a legal description of the property and the most recent tax statement.)		
Guarantors of Credit		

## Company/Applicant Information

Legal Name of Company/Applicant Name	Primary Contact	Tax ID Number
Address City/County State/Zip	Own _____ Rent _____ Other _____	<b>Type of Credit Applied For:</b> <input type="checkbox"/> Business Line of Credit <input type="checkbox"/> Business Vehicle <input type="checkbox"/> Business Term Loan <input type="checkbox"/> Commercial Credit Card <input type="checkbox"/> Business Real Estate <input type="checkbox"/> Other
Business Telephone Business Website:	FAX	
Description of Business _____ Time in Business: _____ No. of Employees _____ Time Under Current Management _____	Business Entity: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Not-for-Profit <input type="checkbox"/> Partnership <input type="checkbox"/> General Partnership <input type="checkbox"/> Association <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Other _____	

## Principals/Owners

Name	% Ownership	Title	Credit Union Member	
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Banking Relationships (Please list only Your business accounts)

BANK	ACCOUNT NUMBER	BUSINESS			CURRENT BALANCE
		CHECKING	SAVINGS	LOAN	
					\$
					\$

## Miscellaneous (Please provide details below if You answer YES to any of the following questions)

Is the business a party to any claim or lawsuit? <input type="checkbox"/> Yes <input type="checkbox"/> No	Has the business ever declared bankruptcy? <input type="checkbox"/> Yes <input type="checkbox"/> No Chapter _____ Date of filing _____	Are any of the Applicants an endorser, guarantor, or co-maker for obligations not listed on the financial statements? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please indicate total contingent liability: \$ _____
Details		

**IMPORTANT NOTICE: 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 write to Denver Community Credit Union, 1075 Acoma Street, Denver, CO 80204 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.**

## Equal Credit Opportunity Act Notice

The federal Equal Credit Opportunity Act prohibits creditors from discriminating against applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided that 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 credit union is:

**Federal Trade Commission, Western Region, 10877 Wilshire Boulevard, Suite 700, Los Angeles, California 90024**

**Business Loan Documentation Checklist – Indicate Documents Needed by**

**Business**

- 3-Years Federal Tax Return
- Balance Sheet
- Current Year Income Statement
- Other \_\_\_\_\_

**Guarantors**

- Personal Financial Statement
- 3-Years Federal Tax Return
- Other \_\_\_\_\_

**Signatures**

You certify that all statements in this Application and on each document required to be submitted in connection herewith, including federal income tax returns, are true, correct and complete. You authorize Us to make such inquiries and gather such information as We deem necessary and reasonable concerning any information provided to Us on this Application or on any such required document, including inquiries to the Internal Revenue Service. You further agree to notify Us promptly of any material change in any such information. You authorize Us to accept Your facsimile signatures on this application and, subsequently, on any other documents associated with the credit for which You are applying and You agree that Your facsimile signature will have the same legal force and effect as Your original signature. You assume any risk that may be associated with permitting Us to accept Your facsimile signature.

\_\_\_\_\_  
Signature (Applicant)                      Company                      Individuals/Owners                      Title                      Date

\_\_\_\_\_  
Signature (Applicant)                      Company                      Individuals/Owners                      Title                      Date

\_\_\_\_\_  
Signature (Applicant)                      Company                      Individuals/Owners                      Title                      Date

\_\_\_\_\_  
Signature (Applicant)                      Company                      Individuals/Owners                      Title                      Date

# Personal Financial Statement

**IMPORTANT: Read these directions and check the appropriate box before completing this Statement**

- If You are applying for individual credit in Your own name and are relying on Your own income or assets and not the income or assets of another person as the basis for repayment of the credit requested, complete only Sections 1, 3 and 4.
- If You are applying for joint credit with another person, complete all Sections and provide information in Section 2 about the joint applicant. If appropriate, the joint applicant may complete a separate Personal Financial Statement and the applications may be submitted together.
- If You are applying for individual credit but relying on income from alimony, child support, or separate maintenance or on the income or assets of another person as a basis for repayment of the credit requested, complete all Sections. Provide information in Section 2 about the person whose alimony, support, or maintenance payments, income or assets You are relying on. Alimony, child support, or separate maintenance income, need not be revealed if You do not wish to have it considered as a basis for repaying this obligation.
- If this statement relates to Your surety of the indebtedness of other person(s), firm(s), or corporation(s), complete Sections 1, 3 and 4.

Section 1 – Individual Information (type or print)		Section 2 – Other Party Information (type or print)	
Name	SS#	Name	SS#
Date of Birth		Date of Birth	
Address		Address	
City, State & Zip		City, State & Zip	
Position or occupation		Position or occupation	
Business name		Business name	
Business address 1		Business address 1	
Business address 2		Business address 2	
City, State & Zip		City, State & Zip	
Length of employment		Length of employment	
Res. telephone	Bus. telephone	Res. telephone	Bus. telephone

Section 3 – Statement of Financial Condition as of:			
Assets (Do not include assets of doubtful value)	In dollars (omit cents)	Liabilities	In dollars (omit cents)
Cash on hand and in this institution		Notes payable to this institution	
Cash or Certificates in other institutions (see Schedule A)		Notes payable to other institutions (see Schedule F)	
U.S. Government & marketable securities (see Schedule B)		Due to Brokers	
Non-marketable securities (see Schedule C)		Amounts payable to others - secured	
Securities held by broker in margin accounts		Amounts payable to others - unsecured	
Restricted, control, or margin account stocks		Accounts and bills due	
Real estate owned (see Schedule D)		Unpaid income tax	
Accounts, loans, and notes receivable		Other unpaid taxes and interest	
Automobiles		Real estate mortgages payable (see Schedule D)	
Other personal property		Other debts (car payments, credit cards, etc.) - itemize	
Cash surrender value - life insurance (see Schedule E)			
Other assets - itemize (see Schedule G if applicable)			
		<b>Total Liabilities</b>	
		<b>Net Worth</b>	
<b>Total Assets</b>		<b>Total Liabilities and Net Worth</b>	

<b>PERSONAL INFORMATION</b>	<b>YES</b>	<b>NO</b>	<b>ACCOUNTANT</b>
Do You have a will? If so, name executor:	<input type="checkbox"/>	<input type="checkbox"/>	Name: _____ Address: _____ Telephone: _____
Have You ever declared bankruptcy? If so, describe:	<input type="checkbox"/>	<input type="checkbox"/>	<b>ATTORNEY</b> Name: _____ Address: _____ Telephone: _____
Have You ever been audited by the IRS? If so, describe:	<input type="checkbox"/>	<input type="checkbox"/>	

Section 4 – Annual Income For Year Ended:		Annual Expenditures		Contingent Liabilities			Estimated Amounts
Salary	\$ _____	Mortgage/rental payments	\$ _____	Do you have any . . . . Contingent liabilities (as endorser, co-maker, guarantor or surety? ... On leases? On contracts?)	Yes	No	\$ _____
Bonuses & commissions	\$ _____	Real estate taxes & assessments	\$ _____		<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Dividends & interest	\$ _____	Taxes - federal, state & local	\$ _____				\$ _____
Real estate income	\$ _____	Insurance payments	\$ _____		<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Tax free income	\$ _____	Other contract payments (car payments, charge cards, etc.)	\$ _____		<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Other income	\$ _____	Alimony, child support, maintenance	\$ _____	Contested income tax liens?	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
		Other expenses	\$ _____	If "yes" to any question(s) describe:			
Total \$ Income		Total \$ Expenditures		Total \$ Contingent Liabilities			

**(USE ADDITIONAL SCHEDULES IF NECESSARY AND ATTACH TO THIS FORM)**  
**SCHEDULE A – CASH AND CERTIFICATES OF DEPOSIT IN OTHER INSTITUTIONS**

Description	Name of Institution	In Name of	Are these Pledged or Held by others?	Value

**SCHEDULE B – U.S. GOVERNMENT & MARKETABLE SECURITIES**

Number of Shares or Face Value of Bonds	Description	In Name of	Are these Registered, Pledged or Held by others?	Cost	Market Value

**SCHEDULE C – NON - MARKETABLE SECURITIES**

Number of Shares	Description	In Name of	Are these Registered, Pledged or Held by others?	Original Investment	Current Value	Source of Value

**SCHEDULE D – RESIDENCES AND OTHER REAL ESTATE (PARTIALLY OR WHOLLY OWNED)**

Address and Type of Property	County	Title in Name of	% of Ownership	Date Acquired	Cost	Market Value	Monthly Payment	Mortgage Balance	Mortgage Maturity

**SCHEDULE E – LIFE INSURANCE CARRIED (INCLUDING GROUP INSURANCE)**

Name of Insurance Company	Owner of Policy	Beneficiary and Relationship	Face Amount	Policy loans	Cash Surrender Value

**SCHEDULE F – OTHER INSTITUTIONAL RELATIONSHIPS**

Name and Address of Creditor	Original Loan/Line Amount	Date of Loan	Maturity Date	Unsecured or Secured (List Collateral)	Monthly Payment	Amount Owed

**SCHEDULE G – BUSINESS VENTURES AND OTHER ASSETS**

List Name and Address of Any Business Venture in which You Are An Owner, Stockholder or Partner	Your % of Ownership	Your Position/Title In the Business	Total Assets of Business	Line of Business	Years in Business

The information contained in this statement is provided to induce Us to extend or to continue the extension of credit to You or to others upon the surety of the undersigned. You acknowledge and understand that We are relying on the information provided herein in deciding to grant or continue credit or to accept a surety thereof. Each of the undersigned represents, warrants and certifies that the information provided herein is true, correct and complete. Each of the undersigned agrees to notify Us immediately and in writing of any change in name, address, or employment and of any material adverse change: (1) in any of the information contained in this statement; or (2) in the financial condition of any of the undersigned; or (3) in the ability of any of the undersigned to perform their obligations to Us. In the absence of such notice or a new and full written statement, this should be considered as a continuing statement and substantially correct. We are authorized to make all inquiries We deem necessary to verify the accuracy of the information contained herein, and to determine Your creditworthiness. Each of the undersigned authorizes Us to answer questions about Our credit experience with the undersigned.

Signature (individual) \_\_\_\_\_

Date signed \_\_\_\_\_

Name (please print) \_\_\_\_\_

Signature (individual) \_\_\_\_\_

Date signed \_\_\_\_\_

Name (please print) \_\_\_\_\_

# Affidavit of Loan Purpose

The undersigned, engaged in business under the trade name of \_\_\_\_\_, being duly sworn according to law, do(es) hereby certify that the undersigned exercise(s) actual control over the managerial decisions of the above named enterprise and that the proceeds of the loan made by Denver Community Credit Union to the undersigned on \_\_\_\_\_, \_\_\_\_\_ are to be used in the enterprise for the following purpose and none other:

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Under penalty of perjury, the undersigned declare that to the best of the undersigned's knowledge and belief, this statement is true and correct.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Borrower

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Borrower

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Witness

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Borrower