



**BUSINESS LOAN APPLICATION  
REAL ESTATE SECURED**

**I. GENERAL INFORMATION**

Applicants Name / Borrower (individual business owner or business name):		Tax ID Number:
Mailing Address:	Contact Person:	E-mail:
Project Address (if different):	Phone No:	Fax No:
County:		
Form of Operating Business: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Corporation  State in which organized: _____ Since: _____		Name and Form of Holding Company or Entity Owning Business Assets, if other than borrower: _____ <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Corporation (for profit or non-profit and PCs)  State in which organized: _____ Since: _____
<b>PLEASE ATTACH COPY OF APPROPRIATE ORGANIZATIONAL DOCUMENTATION</b>		

**II. OWNERSHIP INFORMATION**

Business Owners	Title (i.e, President, Manager, Partner)	% of Owner-ship	Driver's License # and State	Social Security Number

**III. PROJECT FINANCING (attach additional pages as necessary)**

USES OF PROCEEDS/LOAN AMOUNT REQUESTED		SOURCES OF PROCEEDS	
Owner Occupied Commercial Real Estate	\$	Applicant Equity Injection / cash down payment or trade Source: <input type="checkbox"/> cash <input type="checkbox"/> equity <input type="checkbox"/> other _____	\$
Non-Owner Occupied Commercial Real Estate	\$	Oregonians Credit Union:                      Loan Amount:	\$
Mixed Use Investment Real Estate	\$	Other Financing, if any:                      Loan Amount: Name:	\$
Multi-Family Residential Real Estate	\$	Other Private Party Financing              Loan Amount:	\$
	\$	Name:	\$
	\$		\$
<b>TOTAL:</b>	\$	<b>TOTAL:</b>	\$

**IV. PROPERTY INFORMATION**

**Please briefly describe the property to be financed (i.e age, sq footage, number of rooms etc.):**

**FINANCIAL INFORMATION REQUIRED PRIOR TO PROCESSING LOAN APPLICATION**

**Business Information:**

1. Complete Tax Returns for the past 3 years (including all Schedules).
2. If most current year Tax Returns not filed please Submit a year end Balance Sheet and Income Statement for the prior year.
3. If real estate is rental property please include current rent roll.
4. If real estate is rental property please include copies of leases.
5. Copies of Business Formation documents (Articles of Incorporation, LLC Operating Agreement, Partnership Agreement, etc).
6. If new business, Copy of IRS EIN Assignment Letter, except for Sole Proprietors or Single Member LLC's where Social Security Number is used as the business tax ID number.
7. A copy of the most recent 3 months of business checking account statements.

**Owners or Guarantors:**

1. Complete Tax Returns for the past 3 years (including all Schedules)
2. If most current year Tax Returns not filed please submit verification of personal income for year (i.e. W-2 or year end paystub).
3. Current Personal Financial Statement, listing all assets and liabilities.
4. Copies of Driver Licenses on all Owners and Guarantors.
5. A copy of the most recent 3 months of personal checking account statements
6. A copy of the most recent statement on any investments, stocks, bonds, mutual funds, etc.
7. A copy of the most recent retirement account statement

VI. LIST OF COLLATERAL, if any (attach additional list as necessary)

Description	Address	Value	Method of Valuation
		\$	
		\$	
		\$	
		\$	
<b>Total value</b>		\$	

VII. SCHEDULE OF DEBT FOR BUSINESS, IF APPLICABLE (attach additional schedule as necessary)

Lender	Original Amount	Original Date	Loan Balance	Maturity Date	Monthly Payment	Loan Status past due Y/N	Collateral Description
	\$		\$		\$		
	\$		\$		\$		
	\$		\$		\$		
	\$		\$		\$		
<b>Totals:</b>	\$		\$		\$		

X. DISCLOSURE & INFORMATION

This loan application being completed by the borrower as shown above and / or executed by those authorized to act on behalf of the borrower, here in collectively referred to as "BUSINESS MEMBER". The Oregonians Credit Union, its members, officers, agents and attorneys are hereinafter referred to collectively as "LENDER". LENDER will seek financing for the BUSINESS MEMBER if it determines, in its sole discretion, that (1) BUSINESS MEMBER is within LENDER'S eligibility criteria (2) the credit is likely to be approved and (3) other elements of the complete project can also be financed or funded.

**No LENDER Liability:** LENDER is depending upon BUSINESS MEMBER to promptly supply accurate information and to prepare the application. In addition, financing is dependent upon many factors that LENDER cannot control, including economic factors and the decisions of the financial institutions involved in the project. Accordingly, LENDER does not promise that BUSINESS MEMBER will obtain financing. BUSINESS MEMBER agrees that LENDER shall not be responsible in any manner or liable to the BUSINESS MEMBER or any other person, in the event that financial assistance is not obtained from this loan application or private financing sources. BUSINESS MEMBER further agrees that BUSINESS MEMBER will hold LENDER harmless and pay all costs and expenses, including attorney's fees, in the event any claim is made or lawsuit is filed by or against LENDER arising out of any transaction with or assistance to the BUSINESS MEMBER.

**Fees:** If successful in obtaining financing, the BUSINESS MEMBER agrees to pay LENDER a fee, if applicable. Other fees may be assessed by any loan partnerships that may be obtained, such as the SBA, State of Oregon Small Business Loan Programs, Cascade West Financial Programs, etc, including payment servicing fees if applicable. In addition, BUSINESS MEMBER agrees to pay all costs associated with closing the loan, issuing guarantees or related project financing transactions, including but not limited to, title insurance, recording fees, appraisals, environmental reports and legal fees. BUSINESS MEMBER will be issued a list of expected charges. To the extent permitted, BUSINESS MEMBER will pay LENDER'S reasonable attorney's fees and expenses for work performed in enforcing this and other agreements between the parties and establishing, modifying, amending or transferring the terms, conditions, or interest connected with the loan and security thereof.

**Business and Credit Information:** BUSINESS MEMBER agrees that LENDER may receive confidential business, financial, and credit information about the BUSINESS MEMBER from financial institutions, credit reporting agencies, or other sources. LENDER agrees that all confidential information received will be held in confidence and not divulged to persons or agencies, other than prospective lenders or guarantors, BUSINESS MEMBER accountant and attorney, and other persons listed in any part of the Loan Application or provided verbally or in written form by BUSINESS MEMBER. Furthermore, BUSINESS MEMBER authorizes all references contained herein, as well as any other source of information pertaining to their creditworthiness, to disclose such information to LENDER, or its agent. BUSINESS MEMBER further authorizes LENDER to provide information concerning their credit relationship to other creditors or reporting agencies at LENDERS discretion.

**Change of Circumstance:** BUSINESS MEMBER agrees to notify LENDER immediately, in writing, of any materially unfavorable change in the BUSINESS MEMBER'S financial condition, business activities, plan or status. The absence of such notification shall be considered a continuing statement that no such unfavorable change has occurred.

**Voluntary Disclosure:** Notwithstanding the provisions above, BUSINESS MEMBER agrees to allow LENDER to disclose the following information about its business and its project to any person, organization, business, governmental agency, or any entity upon approval of any loan: (1) business name, (2) general project description, (3) total project cost, (4) number of new jobs created or existing jobs retained, (5) participating lenders and (6) LENDER loan amount.

**Authority and Certifications:** BUSINESS MEMBER certifies that the person(s) signing on behalf of BUSINESS MEMBER is authorized to do so by all individuals, partnerships, partners, corporations, members or other individuals or legal entities that are a party to or receive assistance through this loan application. Furthermore, BUSINESS MEMBER certifies that the statements and representations made herein are true and correct and that BUSINESS MEMBER has disclosed all relevant information to LENDER for processing of loan application including the following responses, with written detailed explanations attached for any question to which BUSINESS MEMBER answers "Yes":

1. Have any of the individuals, owners or businesses a part of this application, been involved in bankruptcy or have any pending or probable lawsuits?  Yes  No If so, when \_\_\_\_\_
2. Do any of the individuals, owners or businesses, a part of this application, have ownership in other businesses?  Yes  No If so, please list. \_\_\_\_\_
3. Are any of the individuals, as part of this application (a) presently under indictment, on parole, or probation, or (b) have they ever been charged with or arrested or convicted of any criminal offense other than a motor vehicle violation?  Yes  No
4. Do any of the individuals (or members of their households), owners or businesses a part of this application above work for or are associated with the Small Business Administration, SCORE, or ACE, any Federal Agency, or the participating lender or any affiliate?  Yes  No
5. Are any of the individuals, owners or businesses a part of this application, delinquent, or in default, on student loan payments, federal debt, child support obligations or any other local, state or government obligation?  Yes  No
6. Are any of the above individuals or owners involved in this application **NOT** a U.S. citizen?  Yes  No

**ACKNOWLEDGED AND AGREED TO THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_**

Authorized Signer:  \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Authorized Signer:  \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Authorized Signer:  \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Authorized Signer:  \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**Submit the completed application, the application deposit, and all additional attachments to:  
Oregonians Credit Union  
Attn: Business Services Office**

**Lorenzo Rodriguez  
6915 SE Lake Road, Milwaukie, Oregon 97267  
Phone: 503-239-3071  
Fax: 503-353-7731  
[lorenzor@ofcu.com](mailto:lorenzor@ofcu.com)**

**Note: Application deposits or, if required, prepaid credit report fees must be remitted with the application and will not be processed until the application deposit is received. Complete applications will be processed in the order they are received. An application is complete only when the above information is submitted and accepted by staff at the Oregonian's Credit Union.**

*The Federal Equal Opportunity Act prohibits creditors from discrimination against credit 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 is the Federal Trade Commission, Equal Credit Opportunity, Washington, DC 20580.*