

Business Application

PERSONAL INFORMATION			
Borrower		Co-Borrower	
Borrower's Name		Co-Borrower's Name	
Social Security Number	Home Phone (incl. Area code)	Social Security Number	Home Phone (incl. Area code)
E-Mail Address		E-Mail Address	
Date of Birth (mm/dd/yy)	Married Separated	Date of Birth (mm/dd/yy)	Married Separated
Street Address (street, city, state, zip code)		Street Address (street, city, state, zip code) Same as Borrower Address	
Own	Rent \$ _____ Per Mo. _____ No. Yrs. _____	Own	Rent \$ _____ Per Mo. _____ No. Yrs. _____
Check if Mailing Address is DIFFERENT from Street address If different, show Mailing address on page 5.		Check if Mailing Address is DIFFERENT from Street address If different, show Mailing address on page 5.	
<i>If residing at present address for less than two (2) years, complete the following:</i>			
Former Address (street, city, state, zip code)		Former Address (street, city, state, zip code)	
Owned	Rented \$ _____ Per Mo. _____ No. Yrs. _____	Owned	Rented _____ Per Mo. _____ No. Yrs. _____

RESUME					
Borrower			Co-Borrower		
Last College/Tech School Attended		Dates (from-to)	Last College/Tech School Attended		Dates (from-to)
		-			-
		Degree/Certificate			Degree/Certificate
Name and Address of Employer			Name and Address of Employer		
Title/Position	Type of Business		Title/Position	Type of Business	
Business Phone (incl. area code)	Years on this job	Years in Profession	Business Phone (incl. area code)	Years on this job	Years in Profession
<i>If employed in current position for less than two (2) years, complete the following:</i>					
Name and Address of Employer			Name and Address of Employer		
Title/Position	Type of Business		Title/Position	Type of Business	
Business Phone (incl. area code)	Dates (from-to)		Business Phone (incl. area code)	Dates (from-to)	
	-			-	

DECLARATIONS			
Borrower		Co-Borrower	
Yes	No	Yes	No
If you answer "yes" to any questions 1 through 6, use Continuation Sheet for explanations.			
1. Are there any outstanding judgments against you?			
2. Have you ever declared bankruptcy?			
3. Have you had property foreclosed upon or given title or deed in lieu?			
4. Are you a party to a lawsuit?			
5. Are you obligated to pay alimony, child support, or separate maintenance?			
6. Are any of your assets held in a trust?			
7. Are you a U.S. citizen?			
8. Are you a permanent resident alien? If yes, please provide a copy of resident alien ID card			
9. If purchase, do you or any member of your family share any property or business ownership with the seller in any way?			
10. Are you a member of the Armed Forces?			
11. Are you a member of the Armed Forces Reserves?			

ACKNOWLEDGEMENT AND AGREEMENT

I/We authorize The Foster Company to make inquiries and designate third parties as necessary, on behalf of The Foster Company (et al.) and the Small Business Administration to verify the accuracy of the statements made in this application and to determine my/our creditworthiness. I/We authorize and instruct any person or consumer reporting agency to compile and furnish any information it may have or obtain in response to such credit inquiries. I/We certify the above and the statements contained in the attachments are true and accurate as of the stated date. These statements are made for the purpose of obtaining a loan. I/We understand FALSE statements may result in possible prosecution by the U.S. Attorney General (Reference 18 U.S.C. 1001). I/We authorize the release of this information whether the signature below is an original or a copy.

Borrower's Signature	Date	Co-Borrower's Signature	Date
X		X	

PERSONAL ASSETS AND LIABILITIES

As of: _____ (Date)

Complete this form for: (1) each proprietor; (2) general partner; (3) managing member of limited liability company (LLC); (4) each owner of 20% or more of the equity in the Applicant (if the application is for an SBA loan include the assets of the owner's spouse and any minor children); and (5) any person providing a guaranty on the loan.

This Statement and any supporting schedules may be completed jointly by both married and unmarried Co-Borrowers if their assets and liabilities are sufficiently joined so that the Statement can be meaningfully and fairly presented on a combined basis; otherwise, separate Statements and schedules are required.

 Completed Jointly Not Jointly To provide additional information, please use Continuation Sheet.

Assets		Liabilities	
Deposit toward purchase held by	Amount \$	List all outstanding debt; Installment, Auto, Alimony, Child Support, Stock Pledges, etc. Use Continuation Sheet if necessary. Combine all credit card debt. Mark liabilities that will be satisfied upon sale or refinancing of real estate owned.	
Bank Account	Amount \$	Loans and Leases, Not Real Estate	
Account #		Creditor Name	Mo. Pymt. \$
Bank Account	Amount \$	Account #	Unpaid Balance \$
Account #		<input type="checkbox"/> Check if variable rate	
Publicly Traded Stocks & Bonds (Exclude privately owned co.'s)	Amount \$	Creditor Name	Mo. Pymt. \$
Life Insurance net cash value	Cash Value \$	Account #	Unpaid Balance \$
Face amount \$		<input type="checkbox"/> Check if variable rate	
Subtotal Liquid Assets	\$	Creditor Name	Mo. Pymt. \$
Vested interest in retirement fund	\$	Account #	Unpaid Balance \$
Motor Vehicles (make and year)	Market Value \$	<input type="checkbox"/> Check if variable rate	
		Creditor Name	Mo. Pymt. \$
		Account #	Unpaid Balance \$
		<input type="checkbox"/> Check if variable rate	
		Credit Card Debt	
Other Assets (itemize)	Market Value \$	Combined Credit Card Debt	Mo. Pymt. \$
		Unpaid Balance	\$
		Alimony/Child Support/Separate Maintenance	
		Owed to:	Mo. Pymt. \$
			\$
Real Estate Owned *use additional sheets if necessary		Real Estate Mortgage Debt	
Property A	Type of property	1st Lender Name (personal residence)	Mo. Pymt. \$
	Address	Account #	Unpaid Balance \$
	Date purchased	<input type="checkbox"/> Check if variable rate	
	Original cost	2nd Lender Name (personal residence)	Mo. Pymt. \$
	Present market value	Account #	Unpaid Balance \$
		<input type="checkbox"/> Check if variable rate	
		Monthly rental income \$	
Property B	Type of property	1st Lender Name	Mo. Pymt. \$
	Address	Account #	Unpaid Balance \$
	Date purchased	<input type="checkbox"/> Check if variable rate	
	Original cost	2nd Lender Name	Mo. Pymt. \$
	Present market value	Account #	Unpaid Balance \$
		<input type="checkbox"/> Check if variable rate	
		Monthly rental income \$	
Property C	Type of property	1st Lender Name	Mo. Pymt. \$
	Address	Account #	Unpaid Balance \$
	Date purchased	<input type="checkbox"/> Check if variable rate	
	Original cost	2nd Lender Name	Mo. Pymt. \$
	Present market value	Account #	Unpaid Balance \$
		<input type="checkbox"/> Check if variable rate	
		Monthly rental income \$	
		Total Monthly Payments	\$
Total Assets	\$	Net Worth \$	Total Liabilities \$

Borrower _____

Co-Borrower _____

BUSINESS INFORMATION

Business Name	Executive / Mailing Address if other		Sq.Ft.	Mo. Rent \$	Lease expires
dba:					
Primary Business Address	List Additional Business Locations		Sq.Ft.	Mo. Rent \$	Lease expires
Primary Contact Name					
Phone #					
Fax #					
Mo. Rent paid at this location \$	Sq.Ft?				
Lease expires	Mo/Mo?				
Business Tax ID #					
E-mail Address					
Number of Employees					
Date Business Established					
Website					

Type of Entity (select one) Corporation Partnership Proprietorship Other _____

Business Type (select one) Retail Service Wholesale Manufacturing Construction

OWNERSHIP/OFFICERS/DIRECTORS
Ownership must equal 100%

Name: _____	Title: _____	% Owned: _____
Name: _____	Title: _____	% Owned: _____
Name: _____	Title: _____	% Owned: _____
Name: _____	Title: _____	% Owned: _____
Name: _____	Title: _____	% Owned: _____
Name: _____	Title: _____	% Owned: _____

HISTORY

Nature of Business: _____

Types of Products / Services as percentages of total revenue: _____

Business revenue (Sales) trends in the last 3 years are Increasing Decreasing Stable

Explain what factors have affected your trends: _____

Business profitability (Net Income) trends for last 3 years are Increasing Decreasing Stable

Explain what factors have affected your trends: _____

Explain how your company generates business (i.e. advertising, word of mouth, trade shows, etc.). Please be specific. _____

Who are your key customers and why? _____

Who are your closest competitors and why? What is your competitive advantage? _____

BUSINESS DECLARATIONS

If you answer "yes" to any questions, use Continuation Sheet for explanations.

Yes No

- Is the business a party to a lawsuit?
- Has the business ever been involved in bankruptcy proceedings?
- Does the business have delinquent federal, state, payroll, sales or other tax liability?
- Has the business had property foreclosed upon or given title or deed in lieu?
- If renting, have you failed to pay rent on time for each of the last 12 months?
- Does the business, its owners or majority stockholders hold other loans with The Foster Company?
- Does the business, its owners or majority stockholders own or have a controlling interest in another business?
 If "Yes", please complete a separate BUSINESS INFORMATION form for each affiliate business.

Borrower _____

Co-Borrower _____

A/R AND A/P AGING SUMMARY

A/R and A/P totals listed below must correspond to current business financial statement dated _____

Aging	A/R Amount	% of total	A/P Amount	% of total
Current - 30 days	\$ _____	_____	\$ _____	_____
31-60 days	\$ _____	_____	\$ _____	_____
61-90 days	\$ _____	_____	\$ _____	_____
Over 90 days	\$ _____	_____	\$ _____	_____
Total	\$ _____	_____	\$ _____	_____
Number of Accounts	# _____		# _____	

Accounts Receivable representing more than 20%

Account Name	Explanation	Outstanding Balance
Account Name	Explanation	\$ _____
Account Name	Explanation	\$ _____

Accounts Receivable of over 90 days

Account Name	Collectability/Explanation	Outstanding Balance
Account Name	Collectability/Explanation	\$ _____
Account Name	Collectability/Explanation	\$ _____
Account Name	Collectability/Explanation	\$ _____
Account Name	Collectability/Explanation	\$ _____

Accounts Payable over 90 days

Account Name	Explanation	Unpaid Balance
Account Name	Explanation	\$ _____
Account Name	Explanation	\$ _____
Account Name	Explanation	\$ _____

BUSINESS DEBT SUMMARY

Total business debt list should match loans and leases on current business financial statement dated _____

	Loan/Lease 1	Loan/Lease 2	Loan/Lease 3
Creditor	_____	_____	_____
Original Amount	_____	_____	_____
Original Date	_____	_____	_____
Present Balance	_____	_____	_____
Interest (%) Rate	_____	_____	_____
Maturity Date	_____	_____	_____
Monthly (\$) Payment	_____	_____	_____
Collateral/Security Status (current/pass due)	_____	_____	_____
Variable rate? (yes/no)	Yes No	Yes No	Yes No
	Loan/Lease 4	Loan/Lease 5	Loan/Lease 6
Creditor	_____	_____	_____
Original Amount	_____	_____	_____
Original Date	_____	_____	_____
Present Balance	_____	_____	_____
Interest (%) Rate	_____	_____	_____
Maturity Date	_____	_____	_____
Monthly (\$) Payment	_____	_____	_____
Collateral/Security Status (current/past due)	_____	_____	_____
Variable rate? (yes/no)	Yes No	Yes No	Yes No

Borrower _____

Co-Borrower _____

LOAN REQUEST

Business Name	Loan Amount	\$	
dba:	Application is for	Conventional	SBA 504 7(a)

Purpose	Purchase	Tenant Improvements	Refinance
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Purchase Money Loan		
Purchase Price	Seller Credits	Source of Down Payment
\$	\$	

If any part of the down payment is borrowed, complete the following.

Lender	Loan Amount	Interest Rate	Terms
	\$	%	

Tenant Improvement Loan	
Improvement Cost	Describe Improvements
\$	

Construction-Permanent Loan				
Yr. Lot Acquired	Original Cost	Existing Liens	Present Value	Improvement Cost
	\$	\$	\$	\$

Refinance Loan				
Have all payments been made on time for the last two years?				
		Yes	No	Please identify the factors creating the increase in value.
Year Acquired	Original Cost	Year Improved	Improvement Cost	Present Value
	\$		\$	\$

Existing Liens - Lender	Date Made	Original Amount	Current Balance	Term	Rate	SBA?
		\$	\$			
		\$	\$			

Cash Out Request	
Amount Requested	Cash out use.
\$	

This is a business purpose loan request. How does this loan transaction benefit your business?

REAL ESTATE TO BE FINANCED

Property Address		County			
		# Units	Building size	Lot size	Year built
Construction Type (CTU, frame, block, etc.)		Zoning	% Occupied Now	Property Type (industrial, retail, office, mixed use, etc.)	

Describe occupancy upon funding of this loan.		Owner-Occupied %	Tenant-Occupied %	Vacancy %

Tenant Rent Roll						
Unit	Occupant	Sq.Ft.	Mo. Rent	Started	Expires	Options
			\$			
			\$			
			\$			
			\$			

VESTING OF REAL ESTATE TITLE

Print Exact Names

Company Vesting

IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT: 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. What this means for you: When you apply for a loan, we will ask you 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.

Borrower _____

Co-Borrower _____

DOCUMENTS ADDITIONALLY NEEDED

In order to consider issuing a Loan Commitment Letter, we require the following documents from your files.

- Copy(ies) of note(s) to be refinanced and Original Settlement Statement(s)
- Transaction documents as available; purchase contract, escrow instructions, preliminary title report.
- 3 years complete business **Federal** income tax returns (each business).
- 3 years complete personal **Federal** tax returns for each borrower.
- Current business Financial Statement to include a balance sheet and a profit and loss statement, less than 60 days old.
- Copies of leases for all locations occupied by the business.
- Copies of tenant leases for the real estate to be refinanced.
- Other items may be required as requested.

CONTINUATION SHEET

Use this Continuation Sheet to add information to Borrower Information, Business Information, and Loan Request forms.

Business Name	Borrower
	Co-Borrower

Text will wrap automatically. To create a new paragraph, press and hold the "ALT" key when pressing "ENTER"

Borrower _____

Co-Borrower _____