

BUSINESS LOAN APPLICATION

Please provide copies of the following documentation so we can review your business and provide a thorough analysis of your credit request:

- Last two fiscal year-end balance sheets and income statements
- Federal tax returns for previous two years
- Interim company balance sheet, income statement
- Accounts Receivable Accounts Payable Aging Reports
- Current Personal Financial Statement(s) on Business Principal(s)
- Federal tax returns for the previous two years on Business Principal(s)
- Other: _____

If you are requesting credit in a non-personal name (such as a business or company name) please provide us with the following documentation if you are a:

Corporation (C or S)	Limited Liability Company	Partnership	Proprietorship
Articles of Incorporation By-laws	Articles of Organization Operating Agreement	Partnership Certificate Partnership Agreement	Business License Fictitious Name Certificate

OTHER:

APPLICANT INFORMATION

Business Name: _____

Business Address: _____

Phone Number: _____ E-mail Address: _____

Tax I.D. Number: _____

State of Organization: _____ Years In Business: _____

Principals/ % Ownership: _____ % _____
_____ % _____
_____ % _____

Purpose of Loan Request: _____



Amount of Loan Request: _____

Loan Type (if you don't know which type, just leave it blank):

- Single Payment (one payment of principal and interest due within 90 days, used to fund such events as mobilization expenses, specific receivables)**
- Revolving Credit Line (one year term, principal can be drawn, repaid then drawn again, typically used to finance periodic operating expenses)**
- Closed-end Credit Line (one year term, principal can be drawn one time, typically used to finance construction or projects over time)**
- Term Loan (One to five year financing for asset acquisition, business expansion)**
- Other, please describe: _____**

Some or all of the requested Loan Proceeds will be used to

- Acquire or,**
 - Refinance an asset described as** (please provide a complete description such as location, year, manufacturer, model, serial number, color): _____
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You Are Entitled to a Copy of the Appraisal. You are entitled to receive and review a copy of every appraisal report (paper or electronically) that is obtained on your behalf concerning a loan secured by a first lien on a dwelling at least three (3) business days prior to the closing of your loan. **Applicant must initial one of the following:**

_____ **I wish to waive** my right under the Home Valuation Code of Conduct to inspect a copy of my appraisal at least three (3) business days prior to closing my loan; or

_____ **I do not wish to waive** my right my right under the Home Valuation Code of Conduct to inspect a copy of my appraisal at least three (3) business days prior to closing my loan. I understand that I may waive this right by contacting my lender at least four (4) business days prior to loan closing. I also acknowledge that in the event I have not received a copy of my appraisal at least three (3) business days prior to closing and I have not waived my right to review my appraisal at least three (3) business days prior to closing, my closing will be postponed to allow three (3) business days for my inspection of the appraisal.

By signing below, I acknowledge my receipt of this form and the choice to receive or waive my right to receive a copy of my appraisal. If I have chosen to receive a copy of my appraisal, I consent to receive my copy of the appraisal (**check one**):



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_____ **Only electronically.** To receive the appraisal electronically, I will need access to a computer with memory capacity and access to the internet. I understand that the Bank will confirm the system requirements to receive the appraisal report electronically by sending an e-mail to me at the following e-mail address: _____. If my computer system is not compatible with the Bank’s transmission requirements, a paper copy of the appraisal report will be mailed via the USPS at no additional cost / charge to me. I understand I have the right to withdraw my consent to receive the appraisal only electronically by providing the Bank with written notice, delivered to: First Virginia Community Bank, Attention: Loan Administration , 11325 Random Hills Road, Suite 240, Fairfax, VA 22030, at least ten (10) business days prior to loan closing. In the event I do withdraw my right to receive the appraisal electronically, the Bank will send a paper copy via the USPS prior to loan closing at no additional cost / charge to me; or

_____ **In paper form.**

By signing the below, I acknowledge my receipt of this form and my waiver choice as I have indicated above.

The Applicant acknowledges that First Virginia Community Bank (“Bank”) is being asked to extend credit to Applicant and that the Bank will be relying on and basing its decision on the information supplied on this Business Application and the supporting documentation supplied to the Bank. Applicant confirms and warrants that all information supplied to the Bank is true and accurate. Applicant authorizes Bank to obtain third party information, documentation and verification, including consumer and/or business credit reporting agencies, without further evidence of authority. Applicant agrees to hold the Bank and all third parties acting under this authorization harmless.

APPLICANT

By: _____
Authorized Signer Date

By: _____
Authorized Signer Date



Member FDIC