



**COMMERCIAL LOAN APPLICATION**

<b>LOAN REQUEST:</b>	<b>Amount Requested:</b>	<b>Purpose:</b>	
Line of Credit	\$		
Term Loan	\$		
Commercial Real Estate Loan	\$		
Other	\$		
Collateral Description:			
Credit References:	Company:	Contact Name:	Phone:
	Company:	Contact Name:	Phone:
	Company:	Contact Name:	Phone:

**Borrower Information:**

Borrower Legal Name:		Business Trade Name(s):	
Mailing Address - Street:		Mailing Address - Town:	
Mailing Address – Zip Code:	Business Phone Number:	Business Fax Number:	Website:
Year Business Established:	Years Current Ownership:	Annual Revenue:	Business Type:
			Individual (d/b/a) _____
			Sole Proprietorship (d/b/a) _____
Tax ID #:	Fiscal Year End:	Tax Returns Filed Through:	Subchapter – S Corporation _____
			C-Corporation _____
Nature of the Business (Industry):			Limited Liability Corporation (LLC) _____
			General Partnership (GP) _____
			Limited Partnership (LP) _____
			Limited Liability Partnership (LLP) _____
			Professional Association (PA) _____
			Other (Non-Profit) _____

**Other Business Information:**

Has the Business operated at a loss in any of the most recent three years?	Yes/No:	If Yes, year(s):
Are all taxes due paid?	Yes/No:	If No, total due:
Has the Business or any Owner/Principal declared Bankruptcy in the past 10 years?	Yes/No:	If yes, name(s) and year(s):
Is the Business or any Owner/Principal currently involved in pending or ongoing litigation?	Yes/No:	If yes, describe the litigation on a separate sheet and attach to this form.
Does the Business have deposit and/or loan accounts at other Financial Institutions?	Yes/No:	If yes, name(s):
Describe any other business loans or debts:		

**WE ARE APPLYING FOR JOINT CREDIT YES \_\_\_ NO \_\_\_**

**PERSONAL INFORMATION**

<b>NAME</b>			<b>NAME</b>		
Employer			Employer		
Address of Employer			Address of Employer		
Business Phone No	No of Years with Employer	Title/Position	Business Phone No	No of Years with Employer	Title/Position
Name of previous employer & position (if with current employer less than 3 yrs)		No of Yrs	Name of previous employer & position (if with current employer less than 3 yrs )		No of Yrs
Home Address			Home Address		
Home Phone No	Social Security No	Date of Birth	Home Phone No	Social Security No.	Date of Birth
Name, Phone No of your Accountant			Name, Phone No of your Accountant		
Name, Phone No of your Attorney			Name, Phone No of your Attorney		
Name, Phone No. of your Investment Advisor/Broker			Name, Phone No. of your Investment Advisor/Broker		
Name, Phone No of your Insurance Advisor			Name, Phone No of your Insurance Advisor		

**PERSONAL BALANCE SHEET AS OF: \_\_\_\_\_** (Please complete a separate Personal Balance Sheet for each Co-Applicant.)

ASSETS	AMOUNT (\$)	LIABILITIES	AMOUNT (\$)
Cash in this Bank (including money market accounts, CDs)	\$	Notes Payable to this Bank Secured	\$
Cash in Other Financial Institutions (List (including money market accounts, CDs)		Unsecured	
		Notes Payable to Others Secured	
Readily Marketable Securities		Unsecured	
Non-Readily Marketable Securities			
Accounts and Notes Receivable		Accounts Payable (including credit cards)	
Net Cash Surrender Value of Life Insurance		Margin Accounts	
Residential Real Estate (Schedule A)		Notes Due Partnership	
Real Estate Investments (Schedule A)		Taxes Payable	
Partnerships / PC Interests		Mortgage Debt (Schedule A)	
IRA, Keogh, Profit-Sharing & Other Retirement Accts.		Life Insurance Loans	
Personal Property (including automobiles)		Other Liabilities (List):	
Other Assets (List).			
		<b>TOTAL LIABILITIES</b>	\$
		<b>NET WORTH</b>	\$
<b>TOTAL ASSETS</b>	\$	<b>TOTAL LIABILITIES &amp; NET WORTH</b>	\$

**Schedule A**

(For additional properties use a separate sheet and attach to this form.)

PERSONAL REAL ESTATE ADDRESS	OWNER	YEAR	PRICE	LOAN BALANCE	LENDER
INVESTMENT REAL ESTATE ADDRESS	OWNER	YEAR	PRICE	LOAN BALANCE	LENDER

**Please Answer the Following Questions:**

1. Income tax returns filed through (date): \_\_\_\_\_  
Are any returns currently being audited or contested?  Yes  No  
If yes, what year(s)? \_\_\_\_\_
2. Have (either of) you or any firm in which you were a major owner ever declared bankruptcy?  Yes  No  
If yes, please provide details: \_\_\_\_\_
3. Have you drawn a will?  Yes  No  
If yes, please furnish the name of the executor(s) and year will was drawn: \_\_\_\_\_
4. Number of dependents (excluding self) and relationship to applicant: \_\_\_\_\_
5. Have you ever had a financial plan prepared for you?  Yes  No
6. Did you include two years federal tax returns?  Yes  No *(All tax returns must be signed)*
7. Do (either of) you have a line of credit or unused credit facility at any other institution(s)?  Yes  No  
If so, please indicate where, how much, and name of other institution(s): \_\_\_\_\_
8. Do you anticipate any substantial inheritances?  Yes  No  
If yes, please explain: \_\_\_\_\_

**Representations, Warranties, and Authorizations:**

The attached personal financial statement is provided to you in support of an application or continuation of an existing banking relationship.

The information contained in this statement is provided to induce you to extend or to continue the extension of credit to the undersigned or to others upon the guarantee of the undersigned. The undersigned acknowledge and understand that you are relying on the information provided herein in deciding to grant or continue credit or to accept a guarantee 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 you 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 its (or their) obligations to you. In the absence of such notice or a new and full written statement, this should be considered as a continuing statement and substantially correct. If the undersigned fail to notify you as required above, or if any of the information herein should prove to be inaccurate or incomplete in any material respect, you may declare the indebtedness of the undersigned or the indebtedness guaranteed by the undersigned, as the case may be, immediately due and payable. You are authorized to make or have made all inquiries you deem necessary to verify the accuracy of the information contained herein and to determine the credit-worthiness of the undersigned. The undersigned authorize any person or consumer reporting agency to give you any information it may have on the undersigned. You are authorized to make or have made any credit, employment, or investigation inquiry that you determine appropriate for the extension of credit, periodic review of an account of the undersigned, or collection of amounts owed to you. Each of the undersigned authorizes you to answer questions about your credit experience with the undersigned. As long as any obligation or guarantee of the undersigned to you is outstanding, the undersigned shall supply annually an updated financial statement. This personal financial statement and any other financial or other information that the undersigned give you shall be your property.

**To help the government fight the funding of terrorism and money laundering activities, effective 10/01/03, Section 326 of the USA Patriot Act of 2001, a federal law, requires all financial institutions to obtain, verify and record information that identifies each person or borrowing entity that opens an account.**

**What this means to you...**

**When you open an account, we will ask for your name, address, date of birth and other information that will allow us to identify you. We will also ask to see your driver's license or other identifying documents. If you are opening an account on behalf of a business entity, documents relating to the business will also be requested.**

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Co-Applicant's Signature (if you are applying for joint Credit)**

\_\_\_\_\_  
**Date**

**CERTIFICATION OF BENEFICIAL OWNER(S)**

**Persons opening an account on behalf of a legal entity must provide the following information:**

a. Name and Title of Natural Person Opening Account:

\_\_\_\_\_

b. Name, Type, and Physical Address of Legal Entity for Which the Account is Being Opened:

\_\_\_\_\_

c. Complete the following information for each individual, if any, who, directly or indirectly, through any contract, arrangement, understanding, relationship or otherwise, owns 25 percent or more of the equity interests of the legal entity listed above (If no individual meets this definition, please write "Not Applicable"):

Name	Ownership %	D.O.B.	Address (Res. or Bus. Street Address)	For U.S. Persons <sup>1</sup>	For Non-U.S. Persons <sup>2</sup>

d. The Following information for one individual with significant responsibility for managing the legal entity listed above, such as:

- An executive officer or senior manager (e.g., Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President, Treasurer); or
- Any other individual who regularly performs similar functions.  
(If appropriate, an individual listed under section (c) above may also be listed in this section (d)).

Name	D.O.B.	Address (Res. or Bus. Street Address)	For U.S. Persons	For Non-U.S. Persons

I, \_\_\_\_\_ (name of natural person opening account), hereby,  
(Print Name)  
**certify, to the best of my knowledge, that the information provided above is complete and correct.**

By signing below, you agree to notify Dedham Savings of any change in beneficial ownership and control information as it pertains to the legal entity names as titleholder of this account.

**X** \_\_\_\_\_ **Date**  
**Natural person opening the account**

<sup>1</sup> U.S. Persons must provide a Social Security Number.

<sup>2</sup> Non-U.S. Persons must provide a Social Security Number, passport number and country of issuance, or similar identification number. In lieu of a passport number, Non-U.S. Persons may also provide a Social Security Number, an alien identification card number, or number and country of issuance of any other government-issued document evidencing nationality or residence and bearing a photograph or similar safeguard.

## **DISCLOSURES AND ADDITIONAL INFORMATION**

### **Written Statement of Denial**

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 contact *Tessie Wooten, Commercial Loan Production Officer, 55 Elm Street, Dedham, MA 02026, 781-329-6700* 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.

Notice: 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 this creditor is *FDIC Consumer Response Center, 1100 Walnut Street, Box #11, Kansas City, MO 64106*.

### **Copy of Appraisal**

If you are requesting a loan secured by Real Estate collateral we may order an appraisal to determine the property's value and charge you for this appraisal. We will promptly give you a copy of any appraisal, even if your loan does not close.

You can pay for an additional appraisal for your own use at your own cost.