



# **COMMERCIAL LOAN APPLICATION PACKAGE**

**Fort Worth**  
2535 N.E. 28<sup>th</sup> Street  
Fort Worth, TX 76106  
817-625-5511

**Mid-Cities**  
2080 Precinct Line Road  
Hurst, TX 76054  
817-428-9966

**Burleson**  
400 E. Renfro Street  
Burleson, TX 76028  
817-426-6268

**Azle**  
405 Commerce Street  
Azle, TX 76020  
817-444-4235

## ITEMS NEEDED



- Commercial Loan Application (must be signed by all authorized borrowers and guarantors)
- 3 Years Tax Returns on business
- 3 Year-End Business Financials (Balance Sheet & Income Statement)
- Year-To-Date Business Financials (Balance Sheet & Income Statement)
- Accounts Receivable Aging    Accounts Payable Aging    Inventory/Equipment/Machinery Listing
- 3 Months Checking Account Statements from current bank
- Photo ID of all authorized borrowers and guarantors
- Personal Financial Statement on all authorized borrowers and guarantors
- 3 Years Personal Tax Returns on all authorized borrowers and guarantors
  
- Sole Proprietors
  - Doing Business As (DBA) registration with County/Counties
  - Proof of SSN or Employment Identification Number (EIN)
  
- Limited Liability Company (LLC)
  - Certificate of Formation filed with the State of Texas
  - Articles of Organization including any amendments filed with the State of Texas
  - Operating Agreement
  - Meeting Minutes (if applicable)
  - Doing Business As (DBA) registration with State of Texas (if applicable)
    - Doing Business As (DBA) registration with County/Counties (if applicable)
  - Proof of Employment Identification Number (EIN)
  
- Corporation
  - Certificate of Formation filed with the State of Texas
  - Articles of Incorporation including any amendments filed with the State of Texas
  - By-Laws
  - If multiple owners – Corporate Resolution (if granting select person(s) to transmit financial business for the company in general or to open and control accounts specifically)
  - Meeting Minutes (if applicable)
  - Doing Business As (DBA) registration with State of Texas (if applicable)
    - Doing Business As (DBA) registration with County/Counties (if applicable)
  - Proof of Employment Identification Number (EIN)
  
- Partnerships
  - General Partnerships:
    - Written Partnership Agreement
    - Joint Venture Agreement
  - Limited Partnership, Limited Liability Limited Partnerships:
    - Partnership Agreement
    - Certificate of LP/LLLP filed with the State of Texas
  - Amendments to Partnership Agreement or Joint Venture Agreement (if applicable)
  - Meeting Minutes listing the current General Partners
  - If one of the General Partners is another business, an authorizing representative of that business must acknowledge authorization and provide needed business documentation
  - Proof of Employment Identification Number (EIN)



**Commercial Loan Application**

**BUSINESS PROFILE**

Business Name: TIN#/EIN#:

Doing Business As (if applicable): State of Organization:

Business Physical Address:

Business Mailing Address:

Individual  Proprietorship  Corporation \_\_C\_\_S  General Partnership  Trust  Other:

Nature Of Business:

Year Business Established: Current Owner Since: # Of Locations: # Of Employees:

Primary Contact:

Phone: Fax:

Email: Website:

Gross Revenues For Prior Fiscal Year: 20 \$ Net Profit For Prior Fiscal Year: 20 \$

Do You Currently Have A Banking Relationship With NBT?  No  Yes:

How Were You Referred To NBT?

**LOAN REQUEST**

Amount Requested: \$ Months To Repay or Payments Requested:

Type of Credit:  Installment Loan  Line of Credit  Commercial Mortgage  Letter of Credit

Primary Use/Purpose:  Purchase Equipment  Purchase Inventory  Business Property Improvements  
 Purchase Vehicle  Debt Restructuring  Real Estate Acquisition  
 Working Capital  Account Receivables  Real Estate Construction  
 Other:

Source Of Repayment:

Collateral Available To NBT Financial Bank (Including Assets To Be Acquired With Proceeds)

<input type="checkbox"/> Vehicles/Trailers	Market Value \$	<input type="checkbox"/> Acct Receivable	Market Value \$
<input type="checkbox"/> Equipment	Market Value \$	<input type="checkbox"/> Real Estate	Market Value \$
<input type="checkbox"/> Inventory	Market Value \$	<input type="checkbox"/> Securities/CD/Accts	Market Value \$
<input type="checkbox"/> Machinery	Market Value \$	<input type="checkbox"/> Other	Market Value \$

Are You Applying For Credit From Any Other Source?  No  Yes - Where?

**PRINCIPAL OWNERS**

Name: Title: Ownership %:

Address: Date of Birth: SSN#:

Email: Phone #:

Are you a US Citizen? Yes:  No:  if NO, what country are you a Citizen of:

Do you work for a foreign consultant or are you a relative of someone who works for or is a figure of a foreign Government:

Yes:  No:



**Commercial Loan Application**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Ownership %: \_\_\_\_\_

Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ SSN#: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Are you a US Citizen? Yes:  No:  if NO, what country are you a Citizen of: \_\_\_\_\_

Do you work for a foreign consultant or are you a relative of someone who works for or is a figure of a foreign Government:  
Yes:  No:

**BANK REFERENCES**

**Deposits:**

Name Of Financial Institution	Location	Type Of Account	Acct Number	Balance
				\$
				\$
				\$

**Loans:**

Name Of Financial Institution	Contact Name	Phone Number.	Balance
			\$
			\$
			\$

**BUSINESS REFERENCES**

Business Name	Name Of Contact	Address	Phone Number

**ADDITIONAL INFORMATION**

- Is the business for sale or under agreement that would change the ownership of the business?  YES  NO
- Is the business or guarantor involved in any claim or lawsuit?  YES  NO
- Has the business or guarantor ever been declared bankrupt or had a judgment against it?  YES  NO
- Are there any taxes not currently paid or in dispute?  YES  NO
- Is the business liable for any guaranties, commitments, or other contingency agreements?  YES  NO
- Does the business have a controlling interest in other businesses?  YES  NO  
If yes, please provide names & relationships: \_\_\_\_\_
- Is any collateral offered to NBT currently pledged to other creditors?  YES  NO  
If yes, please explain: \_\_\_\_\_
- I'm interested in having monthly loan payments automatically deducted from checking account...  YES  NO  
NBT Account Number(s): \_\_\_\_\_  
Other Bank Name: \_\_\_\_\_  
Other Bank Account Number(s): \_\_\_\_\_
- Are you a Marijuana-related business?  YES  NO  
Marijuana-related business are divided into two categories; directly related and indirectly related. Directly related businesses include growers and providers/dispensaries. Indirectly related businesses provide goods or services to growers/providers (e.g., a commercial landlord that leases property to marijuana-related businesses or a business that sell supplies to a provider.) Further, I agree to notify this bank in writing immediately if any of our accounts are used in conjunction with such activities in the future.



**Commercial Loan Application**

10 Are you a sexually oriented business?

YES  NO

A sexually oriented business is defined as a business that is part of the sex industry, such as sites of erotic performance and erotic paraphernalia stores. Further, I agree to notify this bank in writing immediately if any of our accounts are used in conjunction with such activities in the future.

**DISCLOSURE AND SIGNATURES**

The undersigned certifies 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. The undersigned authorizes NBT Financial ("Bank") to make such inquiries and gather such information as the Bank deems necessary and reasonable concerning any information provided to the Bank on this Application or on any such required document, including inquiries to the Internal Revenue Service, and any Credit Bureau Reporting Agencies. The undersigned further agrees to notify the Bank promptly of any material change in any such information. You agree that we can retain this application whether or not it is approved. Any willful misrepresentation on this application could result in a fine and/or imprisonment under provisions of the US Criminal code. We may report information about your account to credit bureaus; late payments, missed payments, or other defaults on your account may be reflected in your credit report.

**JOINT CREDIT – We Intend To Apply For Joint Credit (initials):** \_\_\_\_\_

Authorized Signature:		Authorized Signature:	
Printed Name:	Date:	Printed Name:	Date:

**BANK USE**

**APPROVED**  **DECLINED**  **COUNTEROFFER**

Reason For Denial, Comments Or Counteroffer (Describe In Detail)	Date Application Taken _____
_____	Date Action Taken _____
_____	Officer Signature _____



**Continuation For Additional Principal Owners**

**ADDITIONAL PRINCIPAL OWNERS AND/OR GUARANTORS**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Ownership %: \_\_\_\_\_

Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ SSN#: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Are you a US Citizen? Yes:  No:  if NO, what country are you a Citizen of: \_\_\_\_\_

Do you work for a foreign consultant or are you a relative of someone who works for or is a figure of a foreign Government: \_\_\_\_\_

Yes:  No:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Ownership %: \_\_\_\_\_

Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ SSN#: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Are you a US Citizen? Yes:  No:  if NO, what country are you a Citizen of: \_\_\_\_\_

Do you work for a foreign consultant or are you a relative of someone who works for or is a figure of a foreign Government: \_\_\_\_\_

Yes:  No:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Ownership %: \_\_\_\_\_

Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ SSN#: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Are you a US Citizen? Yes:  No:  if NO, what country are you a Citizen of: \_\_\_\_\_

Do you work for a foreign consultant or are you a relative of someone who works for or is a figure of a foreign Government: \_\_\_\_\_

Yes:  No:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Ownership %: \_\_\_\_\_

Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ SSN#: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Are you a US Citizen? Yes:  No:  if NO, what country are you a Citizen of: \_\_\_\_\_

Do you work for a foreign consultant or are you a relative of someone who works for or is a figure of a foreign Government: \_\_\_\_\_

Yes:  No:

**ADDITIONAL DISCLOSURE AND SIGNATURES**

The undersigned certifies 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. The undersigned authorizes NBT Financial Bank ("Bank") to make such inquiries and gather such information as the Bank deems necessary and reasonable concerning any information provided to the Bank on this Application or on any such required document, including inquiries to the Internal Revenue Service, and any Credit Bureau Reporting Agencies. The undersigned further agrees to notify the Bank promptly of any material change in any such information. You agree that we can retain this application whether or not it is approved. Any willful misrepresentation on this application could result in a fine and/or imprisonment under provisions of the US Criminal code. We may report information about your account to credit bureaus; late payments, missed payments, or other defaults on your account may be reflected in your credit report.

Authorized Signature: _____	Authorized Signature: _____
Printed Name: _____ Date: _____	Printed Name: _____ Date: _____

Authorized Signature: _____	Authorized Signature: _____
Printed Name: _____ Date: _____	Printed Name: _____ Date: _____



## Confidential Financial Statement as of

NAME	PHONE NUMBER	DATE OF BIRTH	EMPLOYER	YEARS
NAME OF SPOUSE	# DEPENDENTS	SOCIAL SECURITY #	OCCUPATION POSITION	YEARS
HOME ADDRESS		DRIVER'S LICENSE	BUSINESS ADDRESS	PHONE NUMBER

ASSETS		(OMIT CENTS)	LIABILITIES		(OMIT CENTS)
CASH (Schedule 1)	In This Bank		MORTGAGES PAYABLE (Schedule 7)	Homestead	
	In Other Institutions			Other Wholly-Owned R/E	
SECURITIES (Schedule 2)	Marketable		NOTES PAYABLE (Schedule 6)	Partially Owned R/E	
	Not Publicly Traded			To This Bank	
ACCOUNTS RECEIVABLE			TAXES OWING	Other Notes Payable	
NOTES RECEIVABLE (Schedule 3)				Income Taxes	
NET CASH VALUE OF INS. & ANNUITIES (Schedule 4)			Other Taxes		
REAL ESTATE (Schedule 7)	Homestead		ACCOUNTS PAYABLE		
	Other Wholly-Owned R/E		ESTIMATED CREDIT CARD BALANCE		
	Partial Ownership in R/E		OTHER LIABILITIES (Schedule 8)		
EQUIPMENT & OTHER BUSINESS ASSETS			<b>TOTAL LIABILITIES</b>		
DEFERRED COMP. & RETIREMENT PLANS (Schedule 5)			<b>NET WORTH (Assets less Liabilities)</b>		
PERSONAL PROPERTY & AUTOMOBILES			<b>TOTAL CONTINGENT LIABILITIES (Schedule 9)</b>		
OTHER ASSETS (Schedule 8)					
<b>TOTAL ASSETS</b>					

### INCOME/EXPENSE INFORMATION

SOURCES OF CASH (See note 2 on page 4)		LAST YEAR 20____	THIS YEAR 20____	PROJECTED NEXT YEAR 20____	USES OF CASH		THIS YEAR 20____	PROJECTED NEXT YEAR 20____
RECURRING	SALARY & WAGES				EXPENSES	INCOME TAXES & FICA		
	COMMISSION, BONUS, ETC.					OTHER PAYROLL DED.		
	INTEREST & DIVIDENDS					LIVING EXP. & MISC.		
	RENTAL INCOME					RENTAL EXPENSES		
	OTHER BUSINESS INCOME					OTHER BUSINESS EXP.		
	OTHER:					OTHER:		
<b>SUBTOTAL</b>					<b>SUBTOTAL</b>			
NON-RECURRING	COMMISSION, BONUS, ETC.				DEBT SERVICE	REG SCHED. PYMTS.		
	SALE OF ASSETS					OTHER INTEREST		
	TAX REFUND					OTHER PRINCIPAL		
	OTHER:					CONTINGENT LIAB.		
<b>TOTAL CASH SOURCES</b>					<b>TOTAL CASH USES</b>			
					<b>NET CASH FLOW</b>			

The above financial and supporting schedules, which are submitted to you (Lender) for the purpose of obtaining credit from you, present a true, complete and correct statement of my financial condition as of the date shown. I understand that misrepresenting information on this statement is a criminal offense under federal law punishable by a fine and/or imprisonment.

I will notify you in writing of any material unfavorable change in my financial condition. In the absence of such notice, you may consider this a continuing statement and substantially correct. If I apply for further credit, this statement shall have the same force and effect as if delivered as an original statement of my financial condition at the time I request such further credit. You are authorized to contact any appropriate third parties for the purpose of verifying any stated information herein or at any time furnished by me to you, and obtaining credit information at any time from any of my creditors and/or credit reporting agencies. This financial statement and any other information furnished to you shall be your property. You are authorized to answer questions about your credit experience with me.

SIGNATURE

DATE

SCHEDULE 1 - DEPOSIT ACCOUNTS					
STYLE OF ACCOUNT	NAME & LOCATION WHERE HELD	BALANCE	TYPE OF ACCOUNT	ACCOUNT NUMBER	RESTRICTED? YES OR NO
TOTAL THIS BANK			TOTAL IN OTHER INSTITUTIONS		

SCHEDULE 2 - STOCKS AND BONDS								
NAME OF ISSUER	WHERE TRADED	SHARES	MARKET PER SHARE	MARKET VALUE	COST	PLEGDED? YES OR NO	RESTRICTED* YES OR NO	REGISTERED IN THE NAME OF
TOTAL MARKETABLE					TOTAL NOT TRADED			

\*RESTRICTED MEANS TRADING OF THE SECURITY IS SUBJECT TO LIMITATIONS DUE TO LETTER, LEGEND OR CONTROL.

SCHEDULE 3 - NOTES RECEIVABLE							
DUE FROM	ORIGINAL AMOUNT	PRESENT BALANCE	RATE	MATURITY	PAYMENT TERMS	COLLECTABLE YES OR NO	COLLATERAL
TOTAL TO PAGE 1							

SCHEDULE 4 - LIFE INSURANCE AND ANNUITIES (Including employer provided)							
COMPANY	FACE AMOUNT	BENEFICIARY	CASH VALUE	POLICY LOAN	NET CASH VALUE	INSURED	PLEGDED YES OR NO
TOTAL TO PAGE 1							

SCHEDULE 5 - DEFERRED COMPENSATION & RETIREMENT PLANS*							
TRUSTEE OR PLAN ADMINISTRATOR	TYPE OF ACCOUNT	BENEFICIARY	BALANCE VALUE	PLAN LOAN	NET PLAN VALUE	IN NAME OF	ACCESS DATE
TOTAL TO PAGE 1							

\*INCLUDES I.R.A. ACCOUNTS, KEOGH, 401(K), FULLY VESTED BENEFIT PLANS, ETC

SCHEDULE 6 - NOTES PAYABLE (Exclude mortgages listed in Schedules 7 & 8)							
DUE TO	ORIGINAL AMOUNT	PRESENT BALANCE	RATE	MATURITY	PAYMENT TERMS	CURRENT YES OR NO	COLLATERAL**
TOTAL THIS BANK			TOTAL IN OTHER INSTITUTIONS				

\*\*IF YOU ARE A COMAKER, LIST THE LOAN IN THIS SCHEDULE AND STATE THE BORROWER'S NAME IN THIS COLUMN.



**SCHEDULE 7 - REAL ESTATE**

#	LOCATION, SIZE, IMPROVEMENTS	YEAR ACQUIRED	COST & IMPROVEMENTS	MARKET VALUE	PRESENT BALANCE	LIENHOLDER	MATURITY	RATE	ANNUAL PAYMENTS	ANNUAL INCOME	TAX CURRENT
1	HOMESTEAD									N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
OTHER WHOLLY OWNED REAL ESTATE											
2											<input type="checkbox"/> Yes <input type="checkbox"/> No
3											<input type="checkbox"/> Yes <input type="checkbox"/> No
4											<input type="checkbox"/> Yes <input type="checkbox"/> No
5											<input type="checkbox"/> Yes <input type="checkbox"/> No
					TOTALS TO PAGE 1						

#	PARTIAL OWNERSHIP IN REAL ESTATE	%	YEAR ACQUIRED	COST & IMPROVEMENTS	MARKET VALUE	PRESENT BALANCE	LIENHOLDER	MATURITY	RATE	ANNUAL PAYMENTS	ANNUAL INCOME	TAX CURRENT
1												<input type="checkbox"/> Yes <input type="checkbox"/> No
2												<input type="checkbox"/> Yes <input type="checkbox"/> No
3												<input type="checkbox"/> Yes <input type="checkbox"/> No
4												<input type="checkbox"/> Yes <input type="checkbox"/> No
5												<input type="checkbox"/> Yes <input type="checkbox"/> No
YOUR PORTION OF MARKET VALUE AND DEBT					TOTALS TO PAGE 1							

REGARDING SCHEDULES 7 AND 8, IF THE AMOUNT OF DEBT WHICH CAN BE LEGALLY ENFORCED AGAINST YOU EXCEEDS YOUR % OWNERSHIP, PLEASE DETAIL IN SCHEDULE 9.

**SCHEDULE 8 - OTHER ASSETS/LIABILITIES (INCLUDING PARTNERSHIP INTERESTS)**

#	TYPE OF ASSET/LIABILITY, LOCATION, DESCRIPTION AND SOURCE OF VALUATION	%	YEAR ACQUIRED	DATE OF VALUATION	PRESENT VALUATION	RELATED DEBT (MARK "*" BY AMOUNT IF NOT PERSONALLY LIABLE)				NET OPERATING REVENUE*	TAX CURRENT
						PRESENT BALANCE	LIENHOLDER	MATURITY	RATE		
1											<input type="checkbox"/> Yes <input type="checkbox"/> No
2											<input type="checkbox"/> Yes <input type="checkbox"/> No
3											<input type="checkbox"/> Yes <input type="checkbox"/> No
4											<input type="checkbox"/> Yes <input type="checkbox"/> No
5											<input type="checkbox"/> Yes <input type="checkbox"/> No
					TOTALS TO PAGE 1						

\*NET OPERATING REVENUE AFTER OPERATING EXPENSES.

**SCHEDULE 9 - CONTINGENT LIABILITIES**

INSTRUCTIONS: STATE TOTAL AMOUNT BY TYPE OF LIABILITY AND PROVIDE APPROPRIATE DETAIL IN THE SPACE BELOW.

1. AS GUARANTOR OR ENDORSOR		5. STANDBY LETTER OF CREDIT	
2. ON LEASES OR CONTRACTS		6. LIABILITY IN EXCESS OF % IN PARTIALLY OWNED ASSETS	
3. LEGAL CLAIMS OR JUDGMENTS		7. TAX LIABILITY IF ASSETS SOLD AT STATED VALUES	
4. INCOME TAX CLAIM OR DISPUTED AMOUNT		8. OTHER	

TYPE #	NAME OF PARTY RECEIVING BENEFIT	OBLIGATION AMOUNT TIMING OF PAYMENTS	EXPLANATION INCLUDING WHETHER YOU ANTICIPATE HAVING TO HONOR THIS LIABILITY	MATURITY OR EXPIRATION DATE

BUSINESS IN WHICH I AM A PARTNER, OFFICER, PRINCIPAL OWNER, ETC.	NATURE OF BUSINESS	BUSINESS' BANK OF ACCOUNT

I understand that the following questions are addressed to me and I have answered them as appropriate.

Yes  No 1. Are any of the Assets held in trust, in an estate or in any other name or capacity?

Yes  No 2. Were any of the Assets (i) owned or claimed by your spouse before marriage; or (ii) acquired by your spouse during marriage by gift or inheritances; or (iii) recovered for personal injuries sustained by your spouse during marriage; or (iv) acquired from the proceeds of liquidation of any of the proceeding?

Yes  No 3. Are any of your real estate properties used by you in your business?

Yes  No 4. Do any of your Assets secure any debts which have not been reported in the preceding schedules?

Yes  No 5. Are you a party to any suit or are there any unsatisfied judgements against you?

Yes  No 6. Have you been through bankruptcy or made an assignment for benefit of creditors?

**I have explained fully under "Additional Remarks" on this page any "Yes" answers to the foregoing questions.**

Yes  No 7. I have made a will; the executor is \_\_\_\_\_

**ADDITIONAL REMARKS**

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**NOTES:**

- Spouse information need not be revealed unless you reside in Texas or other community property state.
- Alimony, child support or separate maintenance income need not be revealed unless you wish to have them considered as a basis for repaying the requested credit.