

TURNER HUGHES

COMMERCIAL REAL ESTATE FINANCE INSTRUCTIONS:

THE FOLLOWING INFORMATION MUST BE PROVIDED TO TURNER HUGHES TO ADEQUATELY CONSIDER YOUR LOAN APPLICATION. FAILURE TO PROVIDE THE NECESSARY INFORMATION LISTED BELOW WILL DELAY YOUR APPLICATION PROCESS.

- 1) Complete Commercial Real Estate Finance Application, SIGNED by all the borrowers, owners, partners, members or officers.
- 2) At least 3 years Federal Income Tax Return and Compiled year end financial statements for the borrowing entity. If the borrowing entity is less than 3 years old, please provide fiscal year ends available.
- 3) Financial statements, not more than six months old, which should include both balance sheet and income statement for borrowing entities, and any business guarantors.
- 4) At least 3 years of signed, Personal Federal Income Tax Returns, for each borrower, owner, partner, member or officer.
- 5) Signed Personal financial statements for each borrower, owner, partner, member or officer. Include copies of bank and brokerage statements that support liquid assets outlined on financial statements.
- 6) Current copy of rent roll.
- 7) Copy of all current leases.
- 8) Completed, signed personal credit report authorization form by all the borrowers, owners, partners, members or officers.
- 9) Copy of legal description of property with address and parcel identification number.
- 10) List of any recent capital improvements on the property, completed or planned, including complete cost budget.
- 11) Copy of most recent appraisal and/or most current SEV.
- 12) If this is a property to be purchased, please provide copy of signed purchase

agreement (if applicable).

13) If this is a refinance, please provide copy of the most current mortgage statement and/or copy of the land contract (if applicable).

14) Environmental Site Checklist.

15) For new construction, include a site plan approval, set of plans, cost breakdown, and copy of contract with builder.

16) Include general information on the building (ex. building square footage, number of units, land size, year built, year purchase, cost of purchase, etc.) .

TURNER HUGHES

COMMERCIAL REAL ESTATE FINANCE APPLICATION

COMPANY NAME: _____ Date Est. _____

Street Address: _____ Phone No. _____ Fax

No.: _____

City: _____ State: _____ Zip: _____ Fed ID No.: _____

Nature of Business: _____

Form of Business: _____ State of Incorporation: _____

County: _____

Other operating names (if any): _____

PRINCIPALS/STOCKHOLDERS:

NAME: _____ Title: _____ %

Owned: _____

Home Address: _____ Phone: _____ DOB: _____

City: _____ State: _____ Zip: _____

SSN: _____ Drivers Lic. No. & State: _____

Do you have interest in any other business? _____ Yes _____ No If yes, please explain: _____

NAME: _____ Title: _____ %

Owned: _____

Home Address: _____ Phone: _____ DOB: _____

City: _____ State: _____ Zip: _____

SSN: _____ Drivers Lic. No. & State: _____

Do you have interest in any other business? _____ Yes _____ No If yes, please explain: _____

NAME: _____ Title: _____ %
Owned: _____
Home Address: _____ Phone: _____ DOB: _____
City: _____ State: _____ Zip: _____
SSN: _____ Drivers Lic. No. & State: _____

Do you have interest in any other business? _____ Yes _____ No If yes, please explain: _____

FINANCING REQUESTED

1. Amount: \$ _____ Type: ___ Mortgage ___ Line of Credit ___ Term
2. Amount: \$ _____ Type: ___ Mortgage ___ Line of Credit ___ Term
Purpose of
Loan(s): _____

Collateral Offered: _____

COLLATERAL INFORMATION:

Real Estate

Address of collateral offered: _____ City: _____

State: _____ Zip: _____

Type of property: ___ Industrial ___ Office ___ Undeveloped land ___ Retail
___ Residential

Owner occupied: _____ Rental: _____ Purchase _____ If purchase, please list your

source of down payment: _____ Refinance _____ Present Mortgage holder: _____

Appraisal Available: _____ Date and market value: _____

Environmental report on property: _____ Results of study: _____

Machinery & Equipment

Purchase: _____ If purchase, please list source of downpayment: _____

Refinance: _____ Present loan: _____

Type of equipment: _____ Book value: _____

Appraisal available: _____

Inventory

Method of evaluation: _____ Raw Material value:

Finished Goods value: _____ WIP value:

Accounts Receivable

Amount of current receivables: _____ Number of customers:

Other Collateral: _____ Anticipated Value:

GENERAL INFORMATION:

Any offered collateral now pledged to other: _____ If yes, please list:

All taxes current: _____ If not, amount owing & to whom:

Any tax liens, judgement or suits pending against company or any of its
officers/stockholders: _____ If
yes, please explain:

BANK INFORMATION:

Bank Name: _____ Phone:

Address: _____ City: _____ State:

Zip: _____

Contact: _____ Checking number: _____ Savings
number: _____

SUPPORT INFORMATION:

Name of accountant:

Phone: _____ Firm:

Address: _____ City: _____ State:

Zip: _____

Name of attorney:

Phone: _____ Firm:

Address: _____ City: _____ State:
_____ Zip: _____

Please include information from attached list with this form. Please provide COPIES ONLY of requested information. DO NOT PROVIDE ORIGINAL INFORMATION TO US UNLESS REQUESTED. Information provided to Turner HUGhes is property of Turner Hughes and will not be returned.
I hereby certify the above information is correct to the best of my knowledge. I hereby authorized Turner Hughes, its designated agents or assigns to conduct any investigation it sees fit as to the applicants creditworthiness and my personal creditworthiness by utilizing any credit reporting agency. I under that the contents of said investigation and ensuring reports shall be, and remain, confidential.

Signature/Title _____

Print Name _____

Date _____

Signature/Title _____

Print Name _____

Date _____

Signature/Title _____

Print Name _____

Date _____

ALL CORPORATE OFFICERS/PARTNERS MUST SIGN.

TURNER HUGHES

PERSONAL CREDIT REPORT AUTHORIZATION

I hereby grant Turner Hughes, permission to order a personal credit report on me for the purpose of reviewing the credit request of:
a business entity which has applied for a loan from the Bank and of which I am affiliated by way of ownership interest, or an officer of the entity with the ability to grant such permission. I understand that this is part of the research necessary for the loan review, and will be used for that purpose only.

Name- Please Print _____

Address, including city and state _____

Social Security Number _____

Signature _____

Date _____

TURNER HUGHES

ENVIROMENTAL SITE CHECKLIST

Borrower Name _____

Telephone _____

Person Completing ESC _____

Telephone _____

ESC Completion Date _____

Borrower's Signature _____

Loan Officer: _____

Proposed Loan Amount _____

Proposed Closing Date _____

Is the subject property presently used as an industrial use facility (including gas stations, manufactured operations, dry cleaners, printing operations, junkyards, landfills and auto repairs)? If yes please describe:

Has the subject property ever been used as an industrial use facility (including gas stations, manufactured operations, dry cleaners, printing operations, junkyards, landfills and auto repairs)? If yes please describe:

Is the subject property structure a multi-tenant (10+ units) residential dwelling, nursing home or day care center constructed prior to 1978? If yes please describe:

Is there historical or archeological significance to the subject property?

Is the subject property structure to be significantly renovated or demolished?

Is there any Asbestos Containing Material (ACM) in the building materials of the subject structure?

Are any of the properties on any side of the subject property ever been used as an industrial facility (including gas stations, manufactured operations, dry cleaners, printing operations, junkyards, landfills and auto repairs)? If yes please describe:

Have any of the properties on any side of the subject property ever been used as an industrial facility (including gas stations, manufactured operations, dry cleaners, printing operations, junkyards , landfills and auto repairs)? If yes please describe:

Are there any transformers or other stationary hydraulic equipment on the subject property which are owned by the property owner?

Are there underground storage tanks (UST's) currently on the subject property? If yes, attach copies of the registrations, spill insurance certificate, recent tank and line tightness test result (within the last six months) and verification that UST's meet all the current compliance requirements.

Have UST's ever been removed from the subject property or abandoned in place? If yes, state the years removed and attach a copy of all removal documents and the "No Further Action" letter issued by the State Fire Marshal's Office.

Are there currently or have there been any fill pipes, vent pipes or access ways protruding from the ground on the subject property that would indicate the presence of a UST or former UST?

Are there above ground storage tanks (AST's) without secondary containment on the subject property?

Is the subject property registered with the EPA regarding any permits or for hazardous waste generation, treatment, storage? or disposal? If yes, attach a copy of permit, registration, and/or disposal.

Is any hazardous waste including petroleum products currently being disposed of off site? If yes, attached a copy of the most recent waste manifest for the disposed waste.

Has any hazardous waste including petroleum products ever been disposed of on or off site? If yes, attach a copy of the most recent waste manifest and the borrower's Hazardous Waste I.D. # and describe waste(s) disposed of.

Are there present/past enforcement actions by a regulatory agency for the subject property? If yes, describe:

Are there any existing environmental liens, lawsuits, administrative actions or environmental easements associated with the use of the subject property? If yes, describe:

Are there now or have there ever been pits, ponds or lagoons used for treating wastes located on the subject property? If yes, describe:

Are there any groundwater monitoring wells (for groundwater contamination) located on the subject property? If yes, state how many and describe their purpose:

Does the subject property discharge waste (or wastewater) to an on-site sewer, on-site septic system, ditch or other waterway?

If yes, state the nature of the discharge and attach a copy of the permit:

Are there any outstanding Fire and/or Health Department violations for the subject property? If yes, describe:

Has a Phase I Environmental Site Assessment (ESA) or Regulatory Compliance Audit ever been performed for the subject property? If yes, attach a copy of the report(s):

Is the subject property undeveloped and greater than one acre? If yes, attach a copy of the Wetlands Evaluation report completed by an approved Wetlands Consultant.

Is the subject property or portion thereof used for agricultural? If yes, request the "Ag Addendum" to the Site Inspection Questionnaire from your Loan Officer to complete and attach to this form.
