



## Greetings!

This kit is designed to help you with your commercial loan request. It contains an application, a personal financial statement, a disclosure form and a checklist of the additional items that would be helpful to us when considering your request. We realize this is a lot of information and would be happy to speak with you about what items are most important to help expedite the process for you.

We offer several different standard loan products and may even custom tailor something to best meet your specific needs.

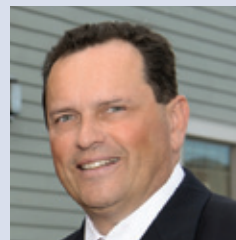
### Typical loans include:

- **Lines of Credit** - Support inventory, receivables, seasonal fluctuations or general business needs
- **Equipment Financing** - Purchase new equipment, tools, vehicles, office equipment, fixed assets.
- **Time Loans**
- **Term Loans**
- **Acquisition Financing**
- **Commercial Real Estate Loans**
- **Construction Loans**

Our goal is to listen to your ideas and help you realize them while providing superior service as a fully committed, strong, stable community banking partner.

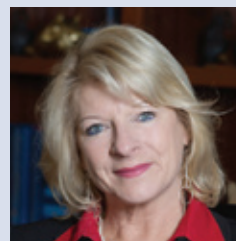
We are here to help - let's meet to discuss your needs and help determine what product may best suit those needs.

Please reach out to one of us today (see contact info on right) by phone, email or visit, we want to help you!



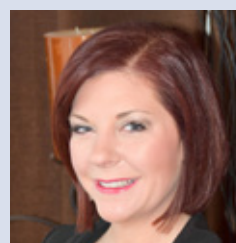
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## **Important Information about Procedures for Opening a New Account**

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 open an account, we will ask 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.



## COMMERCIAL LOAN APPLICATION

**LOAN REQUEST:** AMOUNT: \$ \_\_\_\_\_

LOAN PURPOSE: \_\_\_\_\_  
\_\_\_\_\_

**LOAN TYPE:** *(check one)*

COMMERCIAL REAL ESTATE  CONSTRUCTION  EQUIPMENT  WORKING CAPITAL  LINE OF CREDIT

OTHER - DESCRIBE: \_\_\_\_\_

COLLATERAL: \_\_\_\_\_

REPAYMENT TERMS: \_\_\_\_\_

**APPLICANT INFORMATION: NAICS CODE:** \_\_\_\_\_

BORROWER NAME: \_\_\_\_\_

BORROWER EMAIL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

BUSINESS TELEPHONE #: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_ DATE STARTED: \_\_\_\_/\_\_\_\_/\_\_\_\_

TAX I.D. #: \_\_\_\_\_ STATE/COUNTY ORIGINATED: \_\_\_\_\_

**BUSINESS TYPE:** *(check one)*

CORPORATION  PARTNERSHIP  SOLE-PROPRIETORSHIP  LIMITED LIABILITY COMPANY  REALTY TRUST

**PRINCIPAL ONE:**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_ OWNERSHIP % \_\_\_\_\_

SOC. SEC. #: \_\_\_\_/\_\_\_\_/\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ HOME TEL. #: (\_\_\_\_)\_\_\_\_-\_\_\_\_

EMAIL: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

NAME/ADDRESS NEAREST RELATIVE: \_\_\_\_\_

(DIFFERENT ADDRESS) \_\_\_\_\_

WORK EXPERIENCE: \_\_\_\_\_ YRS. \_\_\_\_\_

OTHER BUSINESS INTERESTS: \_\_\_\_\_

**PRINCIPAL TWO:**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_ OWNERSHIP % \_\_\_\_\_

SOC. SEC. #: \_\_\_\_/\_\_\_\_/\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ HOME TEL. #: (\_\_\_\_)\_\_\_\_-\_\_\_\_

EMAIL: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

NAME/ADDRESS NEAREST RELATIVE: \_\_\_\_\_

(DIFFERENT ADDRESS) \_\_\_\_\_

WORK EXPERIENCE: \_\_\_\_\_ YRS. \_\_\_\_\_

OTHER BUSINESS INTERESTS: \_\_\_\_\_

**PRINCIPAL THREE:**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_ OWNERSHIP % \_\_\_\_\_

SOC. SEC. #: \_\_\_\_/\_\_\_\_/\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ HOME TEL. #: (\_\_\_\_)\_\_\_\_-\_\_\_\_

EMAIL: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

NAME/ADDRESS NEAREST RELATIVE: \_\_\_\_\_

(DIFFERENT ADDRESS) \_\_\_\_\_

WORK EXPERIENCE: \_\_\_\_\_ YRS. \_\_\_\_\_

OTHER BUSINESS INTERESTS: \_\_\_\_\_

**BORROWING HISTORY:**

Creditor Name/Address: \_\_\_\_\_

High Credit: \$ \_\_\_\_\_ Repayment Terms: \_\_\_\_\_ Balance: \$ \_\_\_\_\_

Creditor Name/Address: \_\_\_\_\_

High Credit: \$ \_\_\_\_\_ Repayment Terms: \_\_\_\_\_ Balance: \$ \_\_\_\_\_

Creditor Name/Address: \_\_\_\_\_

High Credit: \$ \_\_\_\_\_ Repayment Terms: \_\_\_\_\_ Balance: \$ \_\_\_\_\_

**LOAN COLLATERAL INFORMATION:**

**ALL BUSINESS ASSETS:** *(Attach separate listing & value of assets)*

**EQUIPMENT/VEHICLES:** TYPE: \_\_\_\_\_  NEW  USED

YEAR: \_\_\_\_\_ MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_

SERIAL #: \_\_\_\_\_

CURRENT OWNER: \_\_\_\_\_

NEW OWNER: \_\_\_\_\_

*(Attach Purchase Order or Bill of Sale)*

**COMMERCIAL REAL ESTATE:**

PROPERTY TYPE:

RETAIL  OFFICE  INDUSTRIAL  APARTMENT  LAND  SUBDIVISION

CURRENT OWNER: \_\_\_\_\_

PROPERTY DESCRIPTION: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

NEW OWNER: \_\_\_\_\_

PROPERTY HISTORY:

HISTORICAL USES OF PROPERTY: \_\_\_\_\_

\_\_\_\_\_

UNDERGROUND STORAGE TANKS (UST'S) *(Gasoline, Oil, & Other Storage Tanks)*

UNDERGROUND STORAGE TANKS (UST'S) ON SITE:  YES  NO

If yes, explain: \_\_\_\_\_

ANY FORMER UNDERGROUND STORAGE TANKS REMOVED FROM SITE:

If yes, explain: \_\_\_\_\_

Removal supervised by: \_\_\_\_\_

PROPERTY ENVIRONMENTAL ASSESSMENT:  YES  NO

If yes, when: \_\_\_\_\_

PROPERTY ENVIRONMENTAL CONTAMINATION:  YES  NO

If yes, describe: \_\_\_\_\_

SIGNATURES:

The information contained in this application is provided for the purpose of obtaining business (non-consumer) credit with the Lender on behalf of the undersigned. It is understood Lender will rely on the information provided in making a credit decision. The undersigned warrants and represents that the information herein submitted is true and correct in all respects and Lender may consider this representation continuing until written notice to the contrary is received by the Lender from the undersigned. The Lender is authorized to make all inquiries it deems necessary to verify the accuracy of the statements herein made, or in its discretion, to further determine the undersigned's credit standing, or the credit standing of any general partner or LLC member/manager. The Lender is hereby authorized to answer any questions from third parties concerning the undersigned's experience with the Lender.

NAME OF APPLICANT: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

ITS: \_\_\_\_\_

ITS: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_



**DISCLOSURE OF RIGHT TO RECEIVE A COPY OF APPRAISALS**

Loan Number: \_\_\_\_\_ Date: \_\_\_\_\_

Lender: Bank Gloucester

Borrower(s): \_\_\_\_\_  
\_\_\_\_\_

Property Address: \_\_\_\_\_

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.

By signing below, I/we have read and received a copy of this document.

Borrower \_\_\_\_\_ Date \_\_\_\_\_

Borrower \_\_\_\_\_ Date \_\_\_\_\_

Borrower \_\_\_\_\_ Date \_\_\_\_\_

COMMERCIAL R.E. LOAN – RENTAL OR INVESTMENT PROPERTY

~ PRELIMINARY DOCUMENTS NEEDED ~

- |  | RECEIVED                 |
|--|--------------------------|
| 1. APPLICATION – signed and dated  | <input type="checkbox"/> |
| 2. PERSONAL FINANCIAL STATEMENT signed & dated<br>For each principal.  | <input type="checkbox"/> |
| 3. PERSONAL FEDERAL TAX RETURNS two to three years<br>for each principal.  | <input type="checkbox"/> |
| 4. CORPORATE, TRUST, PARTNERSHIP OR LLC<br>FEDERAL TAX RETURNS two to three years.   | <input type="checkbox"/> |
| 5. COPY OF DECLARATION OF TRUST, OR<br>ARTICLES OF INCORPORATION   | <input type="checkbox"/> |
| 6. CURRENT RENT ROLL OF TENANTS  | <input type="checkbox"/> |
| 7. PROJECTED PROPERTY OPERATING STATEMENT  | <input type="checkbox"/> |
| 8. ACTUAL PROPERTY OPERATING STATEMENT FOR PAST YEAR   | <input type="checkbox"/> |
| 9. COPY OF ALL CURRENT LEASES AND LEASE AMENDMENTS   | <input type="checkbox"/> |
| 10. COPY OF LEASE FROM TRUST OR REALTY CORP. TO<br>THE LANDLORD TO THE BUSINESS (THE TENANT)<br>(ie: SS Realty Trust (landlord) to Sally's Yarn shop (tenant)) | <input type="checkbox"/> |
| 11. COPY OF BORROWER'S 21 E ENVIRONMENTAL ASSESSMENT<br>IF AVAILABLE. (new one may be necessary)   | <input type="checkbox"/> |

COMMERCIAL LINE OF CREDIT. LOAN

~ PRELIMINARY DOCUMENTS NEEDED ~

	RECEIVED
1. APPLICATION – signed and dated	<input type="checkbox"/>
2. PERSONAL FINANCIAL STATEMENT signed & dated For each principal.	<input type="checkbox"/>
3. PERSONAL FEDERAL TAX RETURNS two to three years for each principal.	<input type="checkbox"/>
4. CORPORATE, TRUST, PARTNERSHIP OR LLC FEDERAL TAX RETURNS two to three years.	<input type="checkbox"/>
5. COPY OF DECLARATION OF TRUST, OR ARTICLES OF INCORPORATION	<input type="checkbox"/>
6. CURRENT COPY OF BUSINESSES ACCOUNTS RECEIVABLE AND ACCOUNTS PAYABLE & AGING REPORTS.	<input type="checkbox"/>
7. LIST OF ALL ASSESTS OWNED BY BUSINESS (listed by year, make, model, serial # and value)	<input type="checkbox"/>



COMMERCIAL CONSTRUCTION. LOAN

~ PRELIMINARY DOCUMENTS NEEDED ~

	RECEIVED
1. APPLICATION – signed and dated	<input type="checkbox"/>
2. PERSONAL FINANCIAL STATEMENT signed & dated For each principal.	<input type="checkbox"/>
3. PERSONAL FEDERAL TAX RETURNS two to three years for each principal.	<input type="checkbox"/>
4. CORPORATE, TRUST, PARTNERSHIP OR LLC FEDERAL TAX RETURNS two to three years.	<input type="checkbox"/>
5. COPY OF DECLARATION OF TRUST, OR ARTICLES OF INCORPORATION	<input type="checkbox"/>
6. COMPLETE SET OF BUILDING PLANS	<input type="checkbox"/>
7. CONSTRUCTION LOAN DISBURSEMENT PLAN	<input type="checkbox"/>
8. IF PROJECT NOT ON CITY SEWER – A TITLE V APPROVAL	<input type="checkbox"/>

COMMERCIAL VEHICLE/EQUIPMENT. LOAN

~ PRELIMINARY DOCUMENTS NEEDED ~

	RECEIVED
1. APPLICATION – signed and dated	<input type="checkbox"/>
2. PERSONAL FINANCIAL STATEMENT signed & dated For each principal.	<input type="checkbox"/>
3. PERSONAL FEDERAL TAX RETURNS two to three years for each principal.	<input type="checkbox"/>
4. CORPORATE, TRUST, PARTNERSHIP OR LLC FEDERAL TAX RETURNS two to three years.	<input type="checkbox"/>
5. COPY OF DECLARATION OF TRUST, OR ARTICLES OF INCORPORATION	<input type="checkbox"/>
6. CURRENT COPY OF BUSINESSES ACCOUNTS RECEIVABLE AND ACCOUNTS PAYABLE AGING REPORTS.	<input type="checkbox"/>
7. LIST OF ALL ASSESTS OWNED BY BUSINESS (listed by year, make, model, serial # and value)	<input type="checkbox"/>
8. COPY OF THE PURCHASE ORDER	<input type="checkbox"/>
9. INSURANCE BINDER	<input type="checkbox"/>



# Personal Financial Statement

978-283-8200 • BankGloucester.com • 160 Main Street, Gloucester, MA 01930

APPLICANT		
Full Name	Date completed	
Employer		
Address of Employer		
Business Phone	# of years with employer	Title/Position
Name of previous employer & position (if on current job less than 3 yrs)		# of years
Home address		
Home Phone	Social Security Number	Date of Birth
Name, Phone No. of your Accountant		
Name, Phone No. of your Attorney		
Name, Phone No. of your Investment Advisor/Broker		
Name, Phone No. of your Insurance Advisor		

CO-APPLICANT		
Full Name	Date completed	
Employer		
Address of Employer		
Business Phone	# of years with employer	Title/Position
Name of previous employer & position (if on current job less than 3 yrs)		# of years
Home address		
Home Phone	Social Security Number	Date of Birth
Name, Phone No. of your Accountant		
Name, Phone No. of your Attorney		
Name, Phone No. of your Investment Advisor/Broker		
Name, Phone No. of your Insurance Advisor		

Cash Income & Expenditures Statement For Year Ended \_\_\_\_\_

ANNUAL INCOME	AMOUNT (\$)
Salary (applicant)	
Salary (co-applicant)	
Bonuses & Commissions (applicant)	
Bonuses & Commissions (co-applicant)	
Rental Income	
Interest Income	
Dividend Income	
Capital Gains	
Partnership Income	
Other Investment Income	
Other Income (List)**	
<b>TOTAL INCOME</b>	<b>\$</b>

ANNUAL EXPENDITURES	AMOUNT (\$)
Federal Income & Other Taxes	
State Income & Other Taxes	
Rental Payments, Co-op or Condo Fees	
Mortgage Payments	Residential Investment
Property Taxes	Residential Investment
Interest & Principal Payments on Loans	
Insurance	
Investments (including tax shelters)	
Alimony / Child Support	
Tuition	
Other Living Expenses	
Medical Expenses	
Other Expense (List)	
<b>TOTAL EXPENDITURES</b>	<b>\$</b>

Any significant changes expected in the next 12 months? \_\_\_ NO \_\_\_ YES (If yes, attach information)

\*\*Income from alimony, child support or separate maintenance income need not be revealed if the applicant or co-applicant does not wish to have it considered as a basis for repaying this obligation.





**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 ever 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 and state tax returns? \_\_\_ Yes \_\_\_ No
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 banker: \_\_\_\_\_
8. Do you anticipate any substantial inheritances? \_\_\_ Yes \_\_\_ No  
If yes, please explain: \_\_\_\_\_

**Representations and Warranties**

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 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. 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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Your signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant's Signature  
(if you are requesting the financial accommodation jointly)





**EQUAL CREDIT OPPORTUNITY ACT  
(APPENDIX B OF REG B 202.7)**

**ADDENDUM TO APPLICATION FOR CREDIT (EFFECTIVE  
04/15/04)**

Recent Changes to Reg B 202.7 now requires banks to ensure that the credit is being applied for either Individual or Joint. If the credit being applied for is Joint please initial below.

We intend to apply for joint credit \_\_\_\_\_ (Initials)  
Applicant Co-Applicant