

Grants State Bank

Requirements for Conventional Commercial Real Estate Loans

The items listed below are required to process your loan with Grants State Bank (GSB). Please complete the applicable forms and provide the documentation listed below. Your Grants State Bank loan officer is readily available should you have any questions. Please type or write in ink when filling out all forms. **Tax returns should include all schedules.**

Preliminary Information:

- GSB Commercial Real Estate Loan Application (optional), applicant may provide same information in a different format
- Copy of Purchase Agreement, if applicable, and Preliminary Title Report, if available
- 3 years complete Individual Federal Income Tax Returns for all applicants or guarantors with 20% or more ownership in the borrowing entity
- 3 years Tax Returns or K-1's for any other entities that affect personal or business cash flow
- Completed Personal Financial Statement with complete real estate schedules for all applicants or guarantors with 20% or more ownership in the borrowing entity
- Signed copy of GSB's Credit Information Authorization form for each individual applicant or 20% owner
- Signed copy of GSB's Business Declarations for the business fully executed and pertaining to the business entity
- If debt refinance, purchase date and amount paid (plus cost of subsequent improvements, if applicable)
- Current operating statement and complete rent roll/leases for investment properties less than 60 days

The following documentation may be necessary to complete the loan. Additional information may also be required.

- Current Business Income Statement and Balance Sheet for business entity, Account Receivable/Payable aging report
- Entity formation documents (Corporations, LLC's, Partnerships, Trusts, etc.)
- Copies of ground lease(s) if leasehold
- Environmental Questionnaire

Construction Loans: Additional information required, contact your Loan Officer

ALL PHOTOCOPIED DOCUMENTS MUST BEAR ORIGINAL SIGNATURES.

Grants State Bank Commercial Real Estate Loan Application

BORROWER(S) INFORMATION

BORROWER(S) will be:

Trust Partnership General Limited) LLC Corporation Other: _____

Name of Borrower(s): (name of individuals, partnership, corp., etc.)

Legal entity that will own the property: (name of individuals, partnership, corp., etc.)

Mailing Address:

Telephone Number:
() - -

Brief Description of Business (if applicable):

List below the names of individual borrower(s); general partner(s), if partnership; or officer(s), if corporation. Under Title indicate "Indiv", "Prtnr", "Pres.", V. Pres.", "Treas.", etc. or "Stockholder" as appropriate.

Name	Phone No.	Home Address	Title	% Owner
	() -			%
	() -			%
	() -			%
	() -			%

LOAN REQUEST: Amount: \$

SUBJECT PROPERTY

Street address		City	County	State	Zip code
Site/Lot Size	No. Buildings	No. Stories	No. of units	No. Parking Spaces	Year built

Brief description and year of improvements on subject property:

PURPOSE OF LOAN

<input type="checkbox"/> Purchase Subject Property	Expected Close of Escrow Date:		Title/Escrow Co.:	
Sales Price: \$	Cash Down Payment: \$	Source of Equity Funds (cash down and/or other - explain):		
Secondary Financing	Interest Rate: %	Mo. P&I Payment \$	Term: mos.	To be payable to:
<input type="checkbox"/> Refinance Subject Property		Describe significant improvements made since purchase:		
Date acquired/settlement	Purchase price \$	Cost \$		
Funds to be used to pay ↓	Maturity date ↓	Payable to (name on account) ↓	Account no. ↓	
First lien balance: \$				
Second lien balance: \$				
Remaining funds to be used to:				

<input type="checkbox"/> Construct New Building(s)		Estimated time to Complete Construction:	
Date prop. acquired:	Cost: \$	Existing lien(s): \$	Payable to: (Name and address)
<i>Use of Funds</i> ↓		<i>Use of Funds (con't)</i> ↓	
Pay existing lien(s):	\$	Equip./Machine/Fixture/etc:	\$
Land development costs:	\$	Working Capital:	\$
Direct construction costs:	\$	Other:	\$
Indirect construction costs:	\$		\$
Land Acquisition:	\$	Total:	\$
General Contractor: (Name and address)		Source of Equity Funds (<i>cash down and/or other - explain</i>):	

ATTACHMENTS (*Check any items that are attached to this document, if applicable*)

<input type="checkbox"/> Purchase Agreement (if purchase)	<input type="checkbox"/> Construction contract with breakdown of est. costs, plans, specs & site plan	<input type="checkbox"/> Current Business Income Statement and Balance Sheet
<input type="checkbox"/> Ground Lease (if leasehold) and copies of all leases		
<input type="checkbox"/> Partnership Agreement	<input type="checkbox"/> Detailed breakdown of estimated land development, direct and indirect construction costs; and details of performance, payment bonds or completion bonds.	<input type="checkbox"/> Current Property Operating Statements (or Proforma if new or proposed)
<input type="checkbox"/> Articles of Incorporation & By-Laws		<input type="checkbox"/> Financial Statements
<input type="checkbox"/> LLC Articles & Operating Agreement	<input type="checkbox"/> Description of repairs, replacements (if indicated in Expense Statement)	<input type="checkbox"/> Current Rent Roll
<input type="checkbox"/> Trust Documents		

AGREEMENT

The undersigned applies for the loan indicated in this application to be secured by the property described herein, and represents that the property will not be used for any illegal or restricted purpose, and that all statements made in this application and the attachments are true and are made for the purpose of obtaining the loan. Verification may be obtained from any source named in this application and/or attachments.

I/We fully understand that it is a federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements concerning any of the above facts as applicable under the provisions of Title 18, United States Code, Section 1014.

Signer	Title	Date
Signer	Title	Date
Signer	Title	Date
Signer	Title	Date

Grants State Bank

PERSONAL FINANCIAL STATEMENT

SECTION 1

AMOUNT REQUESTED: \$ _____

LOAN PURPOSE: _____

STATEMENT OF CONDITION AS OF _____, 20__ (Date)

Name: _____
 Social Security Number: _____ Date of Birth: _____
 Residence Address: _____ No. of Yrs.: _____
 City/State/ZIP: _____
 Residence Phone: _____
 Employer Name: _____ No. of Yrs.: _____
 Employer Address: _____
 Business Phone: _____
 E-mail address: _____

Name of Spouse or Registered Partner: _____
 Social Security Number: _____ Date of Birth: _____
 Residence Address: _____ No. of Yrs.: _____
 City/State/ZIP: _____
 Residence Phone: _____
 Employer Name: _____ No. of Yrs.: _____
 Employer Address: _____
 Business Phone: _____
 E-mail address: _____

SECTION 2

ASSETS

(Omit cents)

LIABILITIES

(Omit cents)

Cash on Hand and in Banks: (List Institutions)	\$	Accounts Payable (List Accounts including Credit Cards):	
IRA or Other Retirement Accounts	\$		
Accounts and Notes Receivable (Complete Section 4)	\$	Notes Payable to Banks and Others (Describe in Section 11)	\$
Life Insurance - Cash Surrender Value Only (Complete Section 5)	\$	Loan on Life Insurance	\$
Stocks and Bonds and Other Securities (Complete Section 6)	\$	Unpaid Taxes (Describe in Section 12)	\$
Real Estate (Complete Section 7)	\$	Mortgages on Real Estate (Describe in Section 7)	\$
Automobile - Present Value	\$	Installment Account (Auto) Mo. Payments \$ _____	\$
Other Personal Property (Complete Section 8)	\$	Installment Account (Other) Mo. Payments \$ _____	\$
Partnerships/ LLC's (Complete Section 9)	\$	Other Liabilities (Describe in Section 13)	\$
Other Assets (Complete Section 10)	\$	TOTAL LIABILITIES	\$
TOTAL ASSETS	\$	Total Assets less Total Liabilities = NET WORTH	\$

SECTION 3

SOURCE OF INCOME		CONTINGENT LIABILITIES	
Salary (Annual)	\$	As Endorser or Co-Maker	\$
Net Investment Income	\$	Legal Claims and Judgments	\$
Real Estate Income	\$	Provision for Federal Income Tax	\$
Other Income (Describe below)*	\$	Other Special Debt	\$

Description of Other Income in Section 3. Please describe any recurring income not reflected on previous tax returns. _____

*Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.

SECTION 4 ACCOUNTS AND NOTES RECEIVABLE

Name of Debtor	Address	Collateral Description	Lien Position	Equity Value	Payment Terms	Amount	Maturity Date	Current Unpaid Balance

SECTION 5 CASH SURRENDER LIFE INSURANCE HELD (Give face amount and cash surrender value of policies- name of insurance and beneficiaries)

--

SECTION 6 STOCKS AND BONDS (use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

Number of Shares	Number of Securities	Cost	Market Value Quotation Exchange	Date of Quotation Exchange	Total Value

SECTION 7 REAL ESTATE (List each parcel separately. Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

	Property A	Property B	Property C
Type of Property (SFR, etc.)			
Address of Property			
Name of Property Owner			
% of Ownership			
Date Purchased			
Original Cost			
Current Market Value			
Name of Lender/Address			
Loan Number			
Current Loan Balance			
Interest Rate			
Loan Maturity Date			
Monthly Rent Income			
Monthly Payment (Princ. & Int.)			
Status of Loan (Current or Past Due)			

SECTION 8 OTHER PERSONAL PROPERTY (Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment, and if any delinquent, describe delinquency)

--

SECTION 9 CORPORATIONS, PARTNERSHIPS and LLCs

Name	Date of Initial Investment	Percent Owned	Cost	Current Market Value	Obligations Due	Due Date
		%				
		%				
		%				
		%				

SECTION 10 OTHER ASSETS (Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment, and if any delinquent, describe delinquency)

--

SECTION 11 NOTES PAYABLE TO BANK AND OTHERS (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

Name and Address of Note Holder(s)	Original Balance	Current Balance	Payment Amount	Frequency (monthly, etc.)	How Secured or Endorsed Type of Collateral

SECTION 12 UNPAID TAXES (Describe in detail as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches.)

--

SECTION 13 OTHER LIABILITIES (Describe in detail)

--

SECTION 14

Please certify and sign below

Signature _____ Date

Signature of borrowing spouse or domestic partner _____ Date

Credit Information Authorization/Declarations (Individual Applicants/Guarantors Only)

Legal name(s) as it/they should appear on all loan documents: [include first, middle and last name(s)]

Individual Name: _____

Date of Birth: _____ Social Security Number: _____

Spouse or Domestic Partner: _____

Date of Birth: _____ Social Security Number: _____

Home Address: _____

Home Phone Number: _____

Instructions to married applicants and to partners registered under the California Domestic Partnership Law.

Your Financial Statement/Credit Application should provide credit information relating to your spouse or partner unless you are separated and your separated spouse or partner is not also applying for this loan. Unless you indicate otherwise, the Bank will assume (1) All property listed is community property. (2) All debts listed for you or your spouse or partner is community obligations.

Who is applying?

You are providing credit information for the purpose of obtaining or guaranteeing a loan. You understand that you may apply for this credit in your name alone or with someone else regardless of your marital status. You are applying:

In your name alone _____ **(Initial here.)**

Your name along with _____ whose separate financial statement is being provided. _____ **(Initial here.)**

Your marital status (answer only if this financial statement is provided in connection with secured credit or if you live in a community property state, such as California, Nevada, New Mexico, or Arizona):

Married _____ **(Initial here.)**

Separated or _____ **(Initial here.)**

Unmarried (includes single, divorced, widowed) _____ **Initial here.**

Authorization:

The Bank is authorized to make inquiries as necessary to verify the accuracy of the credit information you have provided and to determine your creditworthiness at any time for any reason related to this credit transaction. The Bank may retain this information and may seek credit information about you or your spouse or registered domestic partner by obtaining a consumer credit report or otherwise.

You understand that from time to time the Bank may receive information about you from others and may answer questions and requests from others (including, but not limited to loan brokers, SBA and their agents) seeking credit experience information and credit documentation about you and your relationships with the Bank. This may include sharing this information within the Bank.

Acknowledgement:

You have read, understand and agree that the Bank may rely on this Authorization. You acknowledge that commercial real estate and SBA loan approvals will be in writing subject to terms set forth in a commitment letter. SBA loans are subject to authorization from the Small Business Administration.

Declarations:

PLEASE ANSWER THE FOLLOWING QUESTIONS FOR YOURSELF AND YOUR SPOUSE OR REGISTERED DOMESTIC PARTNER

	YES	NO
1. Are there any outstanding judgments against you?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you been declared bankrupt within the past 7 years?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you had property foreclosed upon or given title or deed in lieu thereof in the last 7 years?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are you a party to a law suit?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you directly or indirectly been obligated on any loan which resulted in foreclosure, transfer of title in lieu of foreclosure, or judgment? (This would include such loans as home mortgage loans, SBA loans, home improvement loans, educational loans, manufactured (mobile) home loans, any mortgage, financial obligation, bond or loan guarantee. (If yes, provide details, including date, name and address of Lender, FHA or VA case number, if any, and reasons for the action)	<input type="checkbox"/>	<input type="checkbox"/>
6. Are presently delinquent or in default on any Federal debt or any other loan, mortgage, financial obligation, bond or loan guarantee? (If yes, give details as described I the preceding question).	<input type="checkbox"/>	<input type="checkbox"/>
7. Are you obligated to pay alimony, child support, or separate maintenance?	<input type="checkbox"/>	<input type="checkbox"/>
8. If this is a loan to purchase or refinance real estate, is any part of the down payment borrowed?	<input type="checkbox"/>	<input type="checkbox"/>
9. Are you a co-maker or endorser to a note?	<input type="checkbox"/>	<input type="checkbox"/>
10. Are you a U. S. citizen?	<input type="checkbox"/>	<input type="checkbox"/>
11. Are you a resident alien?	<input type="checkbox"/>	<input type="checkbox"/>

If you answer yes to any of these questions, please give details (attach separate sheet(s) if necessary:

Signature: _____

Date: _____

Borrowing Spouse or Domestic Partner

Signature (Only if applying jointly): _____

Date: _____

Declarations for Business Applicants

Type of entity Partnership (General Limited) LLC Corporation LLP

Legal name of entity: _____

If you answer "Yes" to any questions a through g, please use a continuation sheet for explanation.

	Borrower		Co-Borrower	
	Yes	No	Yes	No
a. Are there any outstanding judgments against you?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Have you been declared bankrupt within the past 7 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Have you had property foreclosed upon or given title or deed in lieu thereof in the last 7 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Are you a party to a lawsuit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Have you directly or indirectly been obligated on any loan of which resulted in foreclosure, transfer of title in lieu of foreclosure, or judgment? (This would include such loans as home mortgage loans, SBA loans, home improvement loans, educational loans, manufactured (mobile) home loans, any mortgage, financial obligation, bond, or loan guarantee. If "Yes," provide details, including date, name, and address of Lender, FHA or VA case number, if any, and reasons for the action.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Are you presently delinquent or in default on any Federal debt or any other loan, mortgage, financial obligation, bond, or loan guarantee? If "Yes," give details as described in the preceding question.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Is any part of the down payment borrowed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ACKNOWLEDGMENT AND AGREEMENT

Each of the undersigned specifically represents to Lender and to Lender's actual potential agents, brokers, processors, attorneys, insurers, servicers, successors and assigns and agrees and acknowledges that the information provided is true and correct as of the date set forth. The undersigned applies for the loan indicated in this application to be secured by real property and represents that the property will not be used for any illegal or restricted purpose, and that all statements made in this application and the attachments are true and are made for the purpose of obtaining the loan. Verification may be from any source named in this application and/or attachments.

I/We fully understand that it is a federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements concerning any of the above facts as applicable under the provisions of Title 18, United States Code Section .1014.

Signer:	Title:	Date:
Signer:	Title:	Date:
Signer:	Title:	Date:
Signer:	Title:	Date:

Grants State Bank

**IMPORTANT NOTICE CONCERNING YOUR RIGHT
TO RECEIVE A COPY OF THE APPRAISAL REPORT WE
OBTAIN IN CONNECTION WITH YOUR LOAN APPLICATION**

You have a right to a copy of the appraisal report an evaluation used in connection with your application for credit. If you wish a copy, you must write to us at the Note Department, 824 W. Santa Fe Avenue, Grants, NM, 87020. We must receive your request no later than 90 days after we notify you about the action taken on your credit application or you withdraw your application.

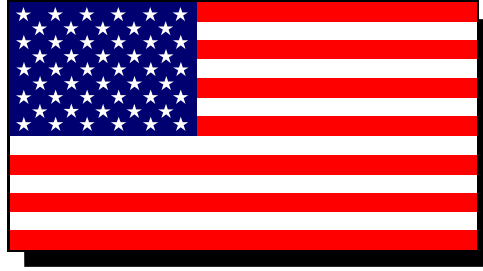
Your right to receive a copy of the appraisal or evaluation requires that you reimburse us for the expense we incurred in obtaining and copying the report. We will advise you of the cost when we receive your request.

Please note that any appraisal we obtain in connection with your loan application will be for the purpose of assisting us in determining whether to extend credit to be secured by the appraised property, and if so, upon what terms. Depending upon the amount and nature of the loan you have requested and other factors, the appraisal may be conducted by a certified appraiser or a licensed appraiser. The person performing the appraisal may be our own employee or he or she may be an independent contractor. The appraisal report should not be relied upon by you or anyone else to determine the value, description or condition of the property. If you wish professional assistance in determining those matters, you should retain your own appraiser or other advisor.

If your application relates to nonresidential real property or to real property containing more than four dwelling units, New Mexico law requires that we advise you that this right only extends to the appraisal report(s) we have obtained from a licensed or certified appraiser for the purpose of evaluating your pending request for an extension of credit.

An evaluation is not an appraisal report as defined by Federal Banking Regulations. This evaluation was performed by GSB solely for its own internal use in underwriting a loan request. No reliance should be placed upon this evaluation as representing the value of the subject real estate. Use of this evaluation for any purpose other than its intended use renders this evaluation invalid. The producers of this evaluation, GSB and its agents assume no responsibility for the misuse of this evaluation and make no representation regarding the accuracy of the information used therein or of the conclusions obtained.

Schedule of Fixed Debt													
Loan Name:													
#	Creditor	Original Balance	Original Date	Present Balance	Original Interest Rate	Maturity Date	Original Term (In Years)	Next 12 Months Debt Service	Collateral/ Security	Refi ?	New Term (Weighted Avg. In Years)	Refinanced Next 12 Months Debt Service	Benefit
1		\$ -		\$ -				\$ -		N		\$0.00	
2		\$ -		\$ -				\$ -		N		\$0.00	
3		\$ -		\$ -				\$ -		N		\$0.00	
4		\$ -		\$ -				\$ -		N		\$0.00	
5		\$ -		\$ -				\$ -		N		\$0.00	
6		\$ -		\$ -				\$ -		N		\$0.00	
7		\$ -		\$ -				\$ -		N		\$0.00	
8		\$ -		\$ -				\$ -		N		\$0.00	
9		\$ -		\$ -				\$ -		N		\$0.00	
10		\$ -		\$ -				\$ -		N		\$0.00	
Totals		\$ -		\$ -				\$ -				\$0.00	



**USA
PATRIOT ACT**

**IMPORTANT INFORMATION
ABOUT OPENING A LOAN**

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.