



Application for Commercial Real Estate Loan

Branch: _____

Customer/Borrower Legal Name: _____			Date _____	
Physical Street Address: _____			Fed Tax ID No. _____	
			Social Security _____	
City _____	State <u>CA</u>	Zip _____	Telephone No. _____	Fax No. _____
<input type="checkbox"/> Individual	<input type="checkbox"/> Corporation	<input type="checkbox"/> "S" Corporation	Year Business Started: _____	Current Mgmt. Since: _____
<input type="checkbox"/> General Partnership	<input type="checkbox"/> Ltd Partnership	<input type="checkbox"/> Non-Profit Corp.		
<input type="checkbox"/> Trust	<input type="checkbox"/> LLC	<input type="checkbox"/> LLP		
<input type="checkbox"/> Other			Customer Since _____	
Principal Owners:		Title/Position	% of Ownership	Social Security No.
1.		Manager		
2.				
3.				
4.				
Current Banking Relationship		Account No. _____	Type _____	Loan Amount _____
Business Description _____				
Hazardous and toxic waste statement: _____		Do you or does the property contiguous or adjacent to your property, manufacture, use or store hazardous or toxic chemical, material, or waste? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Type of Real Estate Credit Requested				
<input type="checkbox"/> R. E. Purchase <input type="checkbox"/> R. E. Refinance <input type="checkbox"/> Commercial Construction <input type="checkbox"/> Residential Construction <input type="checkbox"/> SBA <input type="checkbox"/> Land Acquisition <input type="checkbox"/> Business Equity Line				
Amount: \$ _____ Term _____ (mos.) Borrowers Cash Equity: \$ _____				
Property Address: _____				
City: _____ State _____ Zip _____				
Owner Occupied: _____ % of Sq. Ft. _____		Total Sq. Ft. _____		% Vacant _____
Non-Owner Occupied: _____ % leased _____		Total Sq. Ft. _____		% Vacant _____
Construction Cost: \$ _____				
Owner's Equity: \$ _____				
Amount Requested: \$ _____				
Describe Improvement: _____				
Miscellaneous (Please provide details below if you answer yes to any of the following questions)				
Is the Business or its owners a party of any claim or lawsuit? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Has the Business or its owners ever declared bankruptcy? <input type="checkbox"/> Yes <input type="checkbox"/> No Chapter File No. _____ Date of Filing _____				
Does the Business owe any taxes for years prior to the current year? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", amount owed \$ _____				
Is the Business an endorser, guarantor, or co-maker for obligations not listed on its financial statements? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", please indicate contingent liability \$ _____				
THE UNDERSIGNED CERTIFIES THAT ALL STATEMENTS IN THIS APPLICATION AND ON EACH DOCUMENT REQUIRED TO BE SUBMITTED IN CONNECTION HEREWITH ARE TRUE, CORRECT, AND COMPLETE. THE UNDERSIGNED AUTHORIZES EXCHANGE 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 THE APPLICATION OR ON ANY SUCH REQUIRED DOCUMENT. THE UNDERSIGNED FURTHER AGREES TO NOTIFY THE BANK PROMPTLY OF ANY MATERIAL CHANGE IN ANY SUCH INFORMATION. RECEIPT OF EQUAL OPPORTUNITY DISCLOSURE, "THE RIGHT TO REQUEST WRITTEN ADVERSE ACTION NOTICE", "FAIR LENDING NOTICE", AND "RIGHT TO RECEIVE COPY OF APPRAISAL", ARE HEREBY ACKNOWLEDGED.				
Applicant signature: _____				
BY: _____ TITLE: _____ BY: _____ TITLE: _____				

CONSENT BY BUSINESS PRINCIPAL (S) TO OBTAINING CONSUMER CREDIT REPORT
 In connection with this application for credit with Exchange Bank ("Bank") and any subsequent financial products or services Bank may offer applicant, I/we consent to Bank obtaining one or more consumer credit reports on me/us from time to time. Bank may also investigate my/our background, income, credit or credit worthiness, assets or other matters, as it reasonably deems necessary or appropriate.

Signature: _____ Date: _____ Signature: _____ Date: _____

BANK USE ONLY
APPLICANT'S CHECKLIST TO PROVIDE DOCUMENTATION AND FINANCIAL INFORMATION
(CHECK APPROPRIATE BLOCK AND GIVE TO APPLICANT)

<u>General Financial Information Required:</u>		<u>Legal Documentation Required</u>	
<input type="checkbox"/> Current interim financial statement	<input type="checkbox"/> Personal / Guarantor's current financial statement	<input type="checkbox"/> Corporation: Articles of Incorporation	
<input type="checkbox"/> Two FYE business financial statements	<input type="checkbox"/> Personal / Guarantor's Federal Tax Returns, Two Years, including all schedules and K1 statements	<input type="checkbox"/> Partnership: Partnership Agreement	
<input type="checkbox"/> Two years Federal Tax Returns		<input type="checkbox"/> If DBA: Fictitious Name Certificate	
		<input type="checkbox"/> LLC: Articles of Organization AND Operating Agreement	
		<input type="checkbox"/> LLP: Registered LLP Certificate of Registration AND Partnership Agreement	
<u>Commercial Term Real Estate Loan(s):</u>			
<input type="checkbox"/> Purchase Agreement	<input type="checkbox"/> Preliminary Title Report		
<input type="checkbox"/> Leases	<input type="checkbox"/> Environmental Risk Disclosure Questionnaire		
<input type="checkbox"/> Rent Roll	<input type="checkbox"/> Appraisal (if available)		
<input type="checkbox"/> Current operating statement	<input type="checkbox"/> Other _____		
<u>Construction Real Estate Loan(s):</u>			
<input type="checkbox"/> Purchase Agreement	<input type="checkbox"/> Contractor Resume, F/S		
<input type="checkbox"/> Plans, Specifications	<input type="checkbox"/> Other _____		
<input type="checkbox"/> Cost Estimate	<input type="checkbox"/> Preliminary Title Report		
<input type="checkbox"/> Fixed Price Construction Contract	<input type="checkbox"/> Environmental Risk Disclosure Questionnaire		
	<input type="checkbox"/> Appraisal (if available)		
<u>Pricing discussed with client:</u>			
Loan Amount:	Rate:	Loan Fees:	Term:
Repayment Schedule:			
Appraisal Charges:	Rate & Balance Agreement (Minimum Deposit Balance/Penalty):	Estimated Funding Date:	
Title Company: Phone Number:	Escrow Officer:	Escrow #	
Policy Exceptions:			
Timing Requirements:			
Additional Comments: (Pertinent Information from client discussions, etc.)			

Since each application is unique, your loan officer may require additional items not listed.



Business Loan Application Disclosures

1. IDENTIFICATION OF NEW CUSTOMERS

To help the government fight the funding of terrorism and money laundering activities, federal law requires us to obtain, verify, and record information that identifies each person who opens an account. When you open your first account with us, 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. In addition, you may be asked several questions, and we may use outside sources to confirm the information. The information you provide is protected by our privacy policy and by federal law. We may repeat the identification process when you open another account and have had no active account with us during the past five years.

2. CALIFORNIA FAIR LENDING NOTICE

It is illegal to discriminate in the provision of or in the availability of financial assistance because of the consideration of:

1. Trends, characteristics or conditions in the neighborhood or geographic area surrounding a housing accommodation, unless the financial institution can demonstrate in the particular case that such consideration is required to avoid an unsafe and unsound business practice; or
2. Race, color, religion, sex, marital status, national origin or ancestry.

It is illegal to consider the racial, ethnic, religious or national origin composition of a neighborhood or geographic area surrounding a housing accommodation or whether or not such composition is undergoing change, or is expected to undergo change, in appraising a housing accommodation or in determining whether or not, or under what terms and conditions, to provide financial assistance.

These provisions govern financial assistance for the purpose of the purchase, construction, rehabilitation or refinancing of one-to-four-unit family residences occupied by the owner and for the purpose of the home improvement of any one-to-four-unit family residence.

If you have questions about your rights, or if you wish to file a complaint, contact the management of this financial institution or:

State of California
Department of Business Oversight
1515 K Street, Suite 200
Sacramento, CA. 95814-4052

OR

State of California
Department of Business Oversight
45 Fremont Street, Suite 1700
San Francisco, CA. 94105-2219

3. RIGHT TO REQUEST SPECIFIC REASONS FOR CREDIT DENIAL GIVEN AT TIME OF APPLICATION

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 us at the following address or telephone numbers within 60 days from the date you are notified of our decision:

Exchange Bank
P O Box 760
Santa Rosa, CA 95402
Telephone Numbers: (707) 524-3000 or (800) 995-4066

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 the:

Federal Deposit Insurance Corporation
Consumer Response Center
1100 Walnut Street, Box #11
Kansas City, MO. 64106

4. DISCLOSURE CONCERNING YOUR RIGHT TO RECEIVE A COPY OF THE APPRAISAL REPORT

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 expense.

If you applied for a loan secured by a one- to four-family residential structure, you have the right to receive a copy of the appraisal report and other written valuations developed in connection with your application for credit. We will deliver a copy to your last-known address. If there is more than one applicant, a copy will be delivered to the primary applicant, where one is readily apparent. Copies can be provided to a consumer applicant in an electronic format so long as the creditor complies with the disclosure and consumer consent provisions of the Electronic Signatures in Global and National Commerce Act (E-SIGN Act).

The Bank may require that you pay for the cost incurred in obtaining the appraisal or valuation. 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 the nature of the loan requested among other factors, the appraisal may be conducted by a certified appraiser, a licensed appraiser, or someone who is neither licensed nor certified. The person performing the appraisal may be a Bank employee or 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.

5. CALIFORNIA NOTICE OF RIGHT TO RECEIVE COPY OF APPRAISAL OF NON-RESIDENTIAL REAL PROPERTY

You have a right under Section 11423 of the California Business and Professions Code to a copy of the appraisal report obtained by this Bank in support of your application for credit, provided that you have paid for the appraisal and the cost of duplicating the appraisal. In order to obtain a copy of your appraisal report, write us at:

Exchange Bank
Loan Service Center #200
P. O. Box 760
Santa Rosa, CA. 95402

We must hear from you no later than 90 days after we notify you about the action taken on your credit application, including notice of an incomplete application. If you withdraw your application, you must make your request for an appraisal report within 90 days of the withdrawal.

If you request a copy of your appraisal report, and you have paid for the costs of the appraisal, we will send you a copy at the address shown on your loan application. You are only entitled to receive a copy of the appraisal for purposes of evaluating your pending request for an extension of credit with this Bank.

6. REPORTING INFORMATION TO CREDIT BUREAUS:

Lender 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.