

Commercial Loan Checklist

- _____ Loan Application (complete sign & date)
- _____ 3 years Tax Returns & P&L for current year and projections if applicable
- _____ Personal Financial Statement (let me know if you need a form)
- _____ Copy of Driver's License and other ID
- _____ Buy/Sell Agreement
- _____ Rental / Lease Agreements (rent roll)
- _____ Articles of Inc – Bylaws
- _____ 3 years of Corporation Tax Returns
- _____ Business Balance Sheet and financial statements
- _____ Condo documents – Bylaws, Declaration of Unit Ownership and all Amendments
- _____ Equipment List
- _____ Proof of Insurance – Agent Name & Phone# _____
- _____ Auto Debit Loan Payment from Account # _____
- _____ Day of the Month to have payment due: _____



COMMERCIAL / AG CREDIT APPLICATION

Important Applicant Information: Federal law requires financial institutions to obtain sufficient information to verify your identity. You may be asked several questions and to provide one or more forms of identification to fulfill this requirement. In some instances we may use outside sources to confirm the information. The information you provide is protected by our privacy policy and federal law.

Each shareholder, partner or member owning 20% or more interest in the business must sign a personal guaranty. A minimum of one guarantor is required regardless of percentage of ownership. Additional guarantors may be required.

LOAN REQUEST

Loan type options: New Loan, Renewal / Extension (No New Advances), Renewal / Extension (New Advances), Other Modification (Explain)

Loan Amount Requested: \$ Term Requested: Months or Open Ended

Loan Proceeds to be used for:

*Collateral Available:

*Loans will be secured by all business assets unless specific assets, acceptable to the bank, are pledged. Please fully describe specific assets that you wish to use as collateral. Please note which assets are pledged as collateral for other loans. Also note the location of the collateral if different than the business address.

BUSINESS INFORMATION

Business Name, Business Tax ID Number, Year Business Was Established, Current Ownership # Years, DBA (if applicable), Net Annual Income \$, Gross Annual Revenue \$, # Employees, Business Type (Individual, Corporation, Partnership, Other)

Detailed Description of Business and Service Provided

Business Contact Name, Business Phone Number, Business Fax Number

Business Location (cannot be a P.O. Box)

Street, City, State, ZIP

Business Mailing Address (if different than above)

Street, City, State, ZIP

INSURANCE INFORMATION FOR SECURED LOANS

Insurance Company, Agent, Telephone

OWNERSHIP AND MANAGEMENT INFORMATION

List All Owners of the Company

Table with columns: Print Name, Address, Title, Percent of Ownership, SSN, Date of Birth, Yrs in this Business, Housing Payment

RELATED BUSINESS ISSUES

Has the Applicant or any Guarantor or Co-Applicant ever declared bankruptcy? Is the Business Applicant or any Guarantor or Co-Applicant a party to any claim or lawsuit? Are there any state or federal tax liens filed against the Business Applicant or any Guarantor or Co-Applicant? Are income and property taxes current for the Business Applicant or any Guarantor or Co-Applicant?

Does Business Applicant own or lease the occupied building? If you lease, name of lessor: Is the business already pledging any assets for a loan or lease?

Years Remaining on lease: Mailing address of lessor:

Monthly lease payment: \$

FINANCIAL INFORMATION

Tax Return filed through what date: Are any returns being contested or audited: If yes, describe

Accountant or Accounting Firm: Accountant Phone Number

CREDIT DENIAL NOTICE

If your gross revenues were \$1,000,000 or less in your previous fiscal year, or you are requesting trade credit, a factoring agreement, or similar types of business credit in this Commercial / Ag Loan Application, and 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:

Beartooth Bank 4130 King Avenue West Billings, MT 59106 (406) 294-6500

within 60 days from the date you are notified of our decision. We will send you a written statement of reasons for the denial within 30 days of receiving your request for the statement. The notice that follows describes additional protections extended to you.

EQUAL CREDIT OPPORTUNITY 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 (providing the applicant has the capacity to enter into a binding contract), because all or a part of he 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:

FDIC Consumer Response Center 1100 Walnut St, Box #11 Kansas City, MO 64106 Toll-free: (877) 275-3342

Appraisal Notice

If the collateral which will secure this loan is a 1-4 family residence, you have the right to a copy of the appraisal used in connection with your application for credit. If you wish to have a copy, please write us at the following mailing address: Beartooth Bank, 4130 King Avenue West, Billings, MT 59106. We must hear from you no later than ninety (90) days after we notify you about the action taken on your credit application or no later than ninety (90) days after you withdraw your application. Your written request must contain: Applicant's Name, Property Address, Application Date and mailing instructions for the copy.

Notice of Intent to Apply for Joint Credit

By checking this box and initialing this section, I declare my intent to apply for joint credit

____ Applicant's Initials ____ Co-Applicant's Initials ____ Co-Applicants Initials ____ Co-Applicant's Initials
____ Guarantor's Initials ____ Guarantor's Initials ____ Guarantor's Initials ____ Guarantor's Initials

AUTHORIZATION: Each Business Applicant and each person or entity signing this Application or an Application Addendum Form ("Signer") certifies that all information provided by the Business Applicant and the Signer is true and complete and authorizes Beartooth Bank to 1.) obtain credit and employment information about the Business Applicant and the Signer; 2.) obtain credit reports and make any inquiries Beartooth Bank considers appropriate in connection with this application or review of this loan account from time to time; 3.) make Beartooth Bank's experience with this loan account and information about this application available to credit bureaus, other Signers or other persons who have or expect to have financial dealings with the Business Applicant and the Signer; 4.) share collection information with Signer's other creditors; and 5.) disclose account information as required by law. Each Signer acknowledges that additional information may be required to make a final credit decision.

REQUIRED SIGNERS: All signers must also be duly authorized to sign on behalf of applicant.

ACKNOWLEDGMENT: EACH SIGNER ACKNOWLEDGES THAT BEARTOOTH BANK MAY RELY ON THE STATEMENTS AND INFORMATION SET FORTH IN THIS APPLICATION AND THAT SUCH STATEMENTS AND INFORMATION MAY BE INCORPORATED BY REFERENCE IN ANY AGREEMENT ANY OF THE UNDERSIGNED MAY ENTER INTO WITH BEARTOOTH BANK. EACH OF THE UNDERSIGNED HEREBY AGREES TO NOTIFY BEARTOOTH BANK PROMPTLY OF ANY CHANGE IN ANY SUCH STATEMENT OR INFORMATION. EACH SIGNER HAS READY AND UNDERSTOOD THE TERMS OF THIS APPLICATION, INCLUDING ANY ADDENDUM, AND REPRESENTS AND WARRANTS THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.

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 you for your name, street address, date of birth and another information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

X
Authorized Signature _____ Print Name _____ Title _____ Date _____

X
Authorized Signature _____ Print Name _____ Title _____ Date _____

X
Authorized Signature _____ Print Name _____ Title _____ Date _____

X
Authorized Signature _____ Print Name _____ Title _____ Date _____

Signature of Guarantors: Each Shareholder, Partner or Member owning 20% or more interest in the Business is to also sign below.

X
Guarantor's Signature _____ Print Name _____ Title _____ Date _____

X
Guarantor's Signature _____ Print Name _____ Title _____ Date _____

X
Guarantor's Signature _____ Print Name _____ Title _____ Date _____

X
Guarantor's Signature _____ Print Name _____ Title _____ Date _____

FOR BANK USE ONLY

Date application received: _____ In Person Telephone Mail Email

If applicable complete the Government Monitoring Information Form.

Received by: _____

Comments: _____

