

COMMERCE NATIONAL BANK & TRUST LOAN REQUEST

We at Commerce National Bank & Trust feel that those who are considering borrowing should provide the Bank with a written “concept of the loan.”

Borrowers are often told what a bank proposes. We take the approach that we want the customer to give us a “concept of the loan.”

To assist our customers, we have prepared a guide. Your “concept” should be in a written format, but does not need to be in a fancy binder. The report should give the answers to who, what, when, why and how. Who wants to borrow? What do you want to borrow? What are the proceeds to be used for? When do you need the loan? Why are you doing this? How do you plan to repay the loan? What is the collateral?

The answers to these questions can be in bullet format or as extensive as you wish.

We are also interested in the following information and/or documents. Not all are available or required in all cases.

- | | |
|---|---|
| <ul style="list-style-type: none">• Contract for sale or purchase• Plans and specifications• Contractor’s name and qualifications• Survey-old/new• Insurance agent, current policy• Tax returns (two years) Business and personal with all K-1 Schedules• Financial statements (two years) Business and personal• Schedule of Business Debt• Business pro forma• Collateral-cash flow, tenants, lease, photos, location map• Copy of existing owners title policy | <ul style="list-style-type: none">• Articles of Incorporation & Bylaws/LLC Articles of Organization• Partnership Agreement/LLC Operating Agreement• Officers’ names and titles• Resume/Biography on each principal• Copy of operating license• Copy of Drivers License• Appraisal-old/new• Copy of warranty deed• Name, address, account number of current mortgage holder• Environmental Impact Study |
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It is our hope that the above can be of assistance as you put together the “concept” of your loan request. We can assist you in the process. Once you have the concept package complete, deliver it to a loan officer, who would like to have time to review the packet. After that, a meeting to discuss details may be held.

Thank you and we look forward to working with you.

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COMMERCE NATIONAL BANK & TRUST

Borrower _____ Tax I.D. No. _____

Physical Address _____

Mailing Address _____

Phone _____ Fax _____ E-mail _____

Corporate Officers/Partners	Percentage of Ownership
_____	_____
_____	_____
_____	_____
_____	_____

Guarantors:

Name _____ SS No. _____ DOB _____

Physical Address _____

Mailing Address _____

Phone _____ Fax _____ E-mail _____

Name _____ SS No _____ DOB _____

Physical Address _____

Mailing Address _____

Phone _____ Fax _____ E-mail _____

Name _____ SS No _____ DOB _____

Physical Address _____

Mailing Address _____

Phone _____ Fax _____ E-mail _____

TYPE OF CREDIT REQUESTED

SECURED UNSECURED

INDIVIDUAL CREDIT - relying on my income or assets

INDIVIDUAL CREDIT – relying on my income and assets as well as income or assets from other sources

JOINT CREDIT

Name of Applicant Date

Name of Co-Applicant Date

PLEASE COMPLETE SIGN AND DATE THIS FORM AND RETURN IT TO

**COMMERCE NATIONAL BANK & TRUST
1201 South Orlando Ave.
WINTER PARK, FL 32789**

Disclosure of Right to Receive a Copy of an Appraisal

You have the right to a copy of the appraisal report used in connection with your application for credit. If you wish to have a copy, please write to us at the following address Commerce National Bank & Trust 1201 S. Orlando Ave., Winter Park, FL. 32789. 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.

In your letter, give us the following information:

Your full name, mailing address, day time phone number, loan number (if applicable) and an approximate date of when appraisal was done. Upon your request, the appraisal report will be sent to:

APPLICANT ACKNOWLEDGEMENT

We acknowledge that we have received a copy of this Disclosure of Right Receive a Copy of an Appraisal.

Applicant(s):

X _____ Date
Applicant

X _____ Date
Applicant