

Type of Loan Request

New Request **Renewal** **CIT** **Other** _____

**COMMERCIAL LOAN WORKSHEET
(Business Purpose)**

Credit Union:		Loan No:		Loan Officer:		<input type="checkbox"/> Amortized <input type="checkbox"/> Billed Interest	
Existing Borrower: <input type="checkbox"/> Yes <input type="checkbox"/> No			Borrower Name:			Member Business Ln?: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Loan Type:		Loan Date:		Funding Date:		Ln Amount: \$	Pymt Due Day:
1 st Payment:		Maturity Date:		Payment Frequency:		Term:	Amort:
Interest Calc: Select One		Payment Type:		Payment Amount: \$		Initial Rate: %	
<input type="checkbox"/> Fixed <input type="checkbox"/> Adjustable		Index: If Other:		Margin:		Floor:	Ceiling:
Change Frequency:			1 st Change Date:		If rate changes, change payment:		
Prepayment:		Grace Days:		Late Charge: %		Billing Method: (Attach form for ACH)	
Member Number (if applicable):			Risk Rating:		SBA Loan? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Purpose:		Purpose Description:					
Comments:							

Fees:

<input type="checkbox"/> Accrued Interest			<input type="checkbox"/> Paid by Borr	Amount:
<input checked="" type="checkbox"/> Appraisal	<input type="checkbox"/> Financed – Add to Loan	<input type="checkbox"/> Financed – Take from Loan	<input type="checkbox"/> Paid by Borr	Amount:
<input type="checkbox"/> Environmental	<input type="checkbox"/> Financed – Add to Loan	<input type="checkbox"/> Financed – Take from Loan	<input type="checkbox"/> Paid by Borr	Amount:
<input type="checkbox"/> Flood Search	<input type="checkbox"/> Financed – Add to Loan	<input type="checkbox"/> Financed – Take from Loan	<input type="checkbox"/> Paid by Borr	Amount:
<input type="checkbox"/> UCC Search	<input type="checkbox"/> Financed – Add to Loan	<input type="checkbox"/> Financed – Take from Loan	<input type="checkbox"/> Paid by Borr	Amount:
<input type="checkbox"/> UCC Filing	<input type="checkbox"/> Financed – Add to Loan	<input type="checkbox"/> Financed – Take from Loan	<input type="checkbox"/> Paid by Borr	Amount:
<input type="checkbox"/> Credit Report	<input type="checkbox"/> Financed – Add to Loan	<input type="checkbox"/> Financed – Take from Loan	<input type="checkbox"/> Paid by Borr	Amount:
<input type="checkbox"/> Origination	<input type="checkbox"/> Financed – Add to Loan	<input type="checkbox"/> Financed – Take from Loan	<input type="checkbox"/> Paid by Borr	Amount:
<input type="checkbox"/> Underwriting	<input type="checkbox"/> Financed – Add to Loan	<input type="checkbox"/> Financed – Take from Loan	<input type="checkbox"/> Paid by Borr	Amount:
<input type="checkbox"/> Doc Prep	<input type="checkbox"/> Financed – Add to Loan	<input type="checkbox"/> Financed – Take from Loan	<input type="checkbox"/> Paid by Borr	Amount:
<input type="checkbox"/> Title Policy/Search	<input type="checkbox"/> Financed – Add to Loan	<input type="checkbox"/> Financed – Take from Loan	<input type="checkbox"/> Paid by Borr	Amount:
<input type="checkbox"/> Recording	<input type="checkbox"/> Financed – Add to Loan	<input type="checkbox"/> Financed – Take from Loan	<input type="checkbox"/> Paid by Borr	Amount:
<input type="checkbox"/> Vehicle Lien	<input type="checkbox"/> Financed – Add to Loan	<input type="checkbox"/> Financed – Take from Loan	<input type="checkbox"/> Paid by Borr	Amount:
<input type="checkbox"/> Mortgage Registration Tax	<input type="checkbox"/> Financed – Add to Loan	<input type="checkbox"/> Financed – Take from Loan	<input type="checkbox"/> Paid by Borr	Amount:
<input type="checkbox"/>	<input type="checkbox"/> Financed – Add to Loan	<input type="checkbox"/> Financed – Take from Loan	<input type="checkbox"/> Paid by Borr	Amount:

Comments:

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Collateral Details:

Collateral #:	Type:	Street Address:			City:
State:	Zip:	County:	Lien Position:	Value: \$	Valuation Date:
Valuation Source:		File UCC? <input type="checkbox"/> Yes <input type="checkbox"/> No		Serial Number:	Comments:
RE Type:	Owner:	# Units:	# Buildings:	Flood Cert ID:	Determination Date:
Flood Ins Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	# Parcels:	Parcel ID:		Property Taxes Paid Through:	Escrow: <input type="checkbox"/> Yes <input type="checkbox"/> No (Attach escrow form if "Yes")
Hazard Insurance Amt: \$		Insurance Agent information:			

Collateral #:	Type:	Street Address:			City:
State:	Zip:	County:	Lien Position:	Value: \$	Valuation Date:
Valuation Source:		File UCC? <input type="checkbox"/> Yes <input type="checkbox"/> No		Serial Number:	Comments:
RE Type:	Owner:	# Units:	# Buildings:	Flood Cert ID:	Determination Date:
Flood Ins Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	# Parcels:	Parcel ID:		Property Taxes Paid Through:	Escrow: <input type="checkbox"/> Yes <input type="checkbox"/> No (Attach escrow form if "Yes")
Hazard Insurance Amt: \$		Insurance Agent information:			

Collateral #:	Type:	Street Address:			City:
State:	Zip:	County:	Lien Position:	Value: \$	Valuation Date:
Valuation Source:		File UCC? <input type="checkbox"/> Yes <input type="checkbox"/> No		Serial Number:	Comments:
RE Type:	Owner:	# Units:	# Buildings:	Flood Cert ID:	Determination Date:
Flood Ins Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	# Parcels:	Parcel ID:		Property Taxes Paid Through:	Escrow: <input type="checkbox"/> Yes <input type="checkbox"/> No (Attach escrow form if "Yes")
Hazard Insurance Amt: \$		Insurance Agent information:			

Attach additional collateral information via Addendum

Comments:

Borrowers:

(If the Borrower/Guarantor is in WI, please provide the spouses name, address, birthdate and social security # in the comments section. It only needs to be provided if the Spouse will not be a Borrower/Guarantor on the loan)

Borrower 1:					
Borrower Type: <input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> DBA <input checked="" type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Corporation <input type="checkbox"/> Trust					
TIN or EIN:		Contact Name:		Contact Phone:	
Street Address:	Mailing Address:	Phone:	Total # of Authorized Signers: (add attachment if more lines are needed)	# of Signatures Required on docs:	
Authorized Signer Name:		Title:		<input type="checkbox"/> Signing documents?	
Authorized Signer Name:		Title:		<input type="checkbox"/> Signing documents?	
Authorized Signer Name:		Title:		<input type="checkbox"/> Signing documents?	

Borrower 2:					
Borrower Type: <input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> DBA <input checked="" type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Corporation <input type="checkbox"/> Trust					
TIN or EIN:		Contact Name:		Contact Phone:	

Street Address:		Mailing Address:		Phone:	Total # of Authorized Signers: (add attachment if more lines are needed)	# of Signatures Required on docs:
Authorized Signer Name:				Title:		<input type="checkbox"/> Signing documents?
Authorized Signer Name:				Title:		<input type="checkbox"/> Signing documents?
Authorized Signer Name:				Title:		<input type="checkbox"/> Signing documents?

Comments:

Guarantors:

(If the Borrower/Guarantor is in WI, please provide the spouses name, address, birthdate and social security # in the comments section. It only needs to be provided if the Spouse will not be a Borrower/Guarantor on the loan)

Guarantor 1:						
Guarantor Type: <input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> DBA <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Corporation <input type="checkbox"/> Trust						
TIN:		Contact Name:			Contact Phone:	
Street Address:		Mailing Address:		Phone:	Total # of Authorized Signers: (add attachment if more lines are needed)	# of Signatures Required on docs:
Authorized Signer Name:				Title:		<input type="checkbox"/> Signing documents?
Authorized Signer Name:				Title:		<input type="checkbox"/> Signing documents?
Authorized Signer Name:				Title:		<input type="checkbox"/> Signing documents?

Guarantor 2:						
Guarantor Type: <input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> DBA <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Corporation <input type="checkbox"/> Trust						
TIN:		Contact Name:			Contact Phone:	
Street Address:		Mailing Address:		Phone:	Total # of Authorized Signers: (add attachment if more lines are needed)	# of Signatures Required on docs:
Authorized Signer Name:				Title:		<input type="checkbox"/> Signing documents?
Authorized Signer Name:				Title:		<input type="checkbox"/> Signing documents?
Authorized Signer Name:				Title:		<input type="checkbox"/> Signing documents?

Guarantor 3:						
Guarantor Type: <input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> DBA <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Corporation <input type="checkbox"/> Trust						
TIN:		Contact Name:			Contact Phone:	
Street Address:		Mailing Address:		Phone:	Total # of Authorized Signers: (add attachment if more lines are needed)	# of Signatures Required on docs:
Authorized Signer Name:				Title:		<input type="checkbox"/> Signing documents?
Authorized Signer Name:				Title:		<input type="checkbox"/> Signing documents?

Guarantor 4:						
Guarantor Type: <input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> DBA <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Corporation <input type="checkbox"/> Trust						
TIN:		Contact Name:			Contact Phone:	
Street Address:		Mailing Address:		Phone:	Total # of Authorized Signers: (add attachment if more lines are needed)	# of Signatures Required on docs:
Authorized Signer Name:				Title:		<input type="checkbox"/> Signing documents?
Authorized Signer Name:				Title:		<input type="checkbox"/> Signing documents?
Authorized Signer Name:				Title:		<input type="checkbox"/> Signing documents?
Authorized Signer Name:				Title:		<input type="checkbox"/> Signing documents?

Comments:

Financial Reporting Requirements:

Borr(s) #:	Type:	Frequency:	Due (# days after stmt date):
Borr(s) #:	Type:	Frequency:	Due (# days after stmt date):
Borr(s) #:	Type:	Frequency:	Due (# days after stmt date):
Borr(s) #:	Type:	Frequency:	Due (# days after stmt date):
Borr(s) #:	Type:	Frequency:	Due (# days after stmt date):
Borr(s) #:	Type:	Frequency:	Due (# days after stmt date):
Borr(s) #:	Type:	Frequency:	Due (# days after stmt date):
Borr(s) #:	Type:	Frequency:	Due (# days after stmt date):
Borr(s) #:	Type:	Frequency:	Due (# days after stmt date):
Guar(s) #:	Type:	Frequency:	Due (# days after stmt date):
Guar(s) #:	Type:	Frequency:	Due (# days after stmt date):
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Guar(s) #:	Type:	Frequency:	Due (# days after stmt date):
Guar(s) #:	Type:	Frequency:	Due (# days after stmt date):
Guar(s) #:	Type:	Frequency:	Due (# days after stmt date):

Attachments:

ACH

Escrow Form

Comments:

Questions:

1. **Where is the loan closing?:** At Credit Union At Title Company At Attorney's Office

At CU Member Business, Inc At Other:

2. **Name of Closing Agent?:** At Credit Union: _____ At Title Company: _____ At Attorney: _____

At CU Member Business, Inc.: _____ At Other: _____

3. **Who is responsible for recording of applicable closing documents?:**

Credit Union Title Company Attorney's Office CU Member Business, Inc Other:

Exceptions (i.e. Secretary of State UCC Filing?):

Internal Use Only	<input type="checkbox"/> Reviewed w/ changes	<input type="checkbox"/> Reviewed w/ NO changes
Questions:		
Reviewed by _____ Date _____		