

# BOGOTA SAVINGS BANK

## COMMERCIAL REAL ESTATE OR MULTI FAMILY CREDIT APPLICATION

819 TEANECK ROAD, TEANECK, NJ 07666 (201) 862-0660

### HOW TO APPLY

Complete this application, the condensed personal financial statement, environmental questionnaire, income & expense statement, rent roll certification and submit your last 3 years business and personal FEDERAL INCOME TAX returns.

### YOUR LOAN REQUEST

TYPE OF LOAN	NEW	INCREASE	AMOUNT REQUESTED	TERM	PURPOSE: What will funds be used for?
<input type="checkbox"/> LINE OF CREDIT	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> TERM LOAN	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> COMMERCIAL MORTGAGE	<input type="checkbox"/>	<input type="checkbox"/>			

\* All loans must be Real Estate secured and have personal guarantees.

Bogota Savings Bank requires monthly loan payments to be deducted from your Bogota Savings Bank checking account.

### YOUR BUSINESS INFORMATION

Legal Name of Business and DBA name			Tax ID #		Years in Business
Business Street Address			Business Phone Number		
Business City	State	Zip	Business Fax Number		
Mailing Address			Business Email Address		
City	State	Zip	Number of Employees		
Business Contact Name & Title					
Structure of Business: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Non Profit					
Business Annual Sales (most recent year end)			Business Net Income (most recent year end)		
Type of Property	Square Footage	Lot Size	Number of Stories	Age of Building	Number of Units
<b>Financial Details</b>					
Purchase Price/Estimated Value \$			Present Owner		
Monthly Rent Income \$			Other Income From Property \$		
Lease or Month to Month?			If Lease - gross or net?		
<b>Estimated or Actual Monthly Expenses:</b>					
Real Estate Taxes \$	Hazard Insurance \$	Heat/Fuel \$	Utilities \$	Maintenance \$	
Management \$	Reserve for Replacement \$	<b>TOTAL</b>			
Primary Bank			Is this replacing a loan at another bank?		
Current Business Checking Balance			Do you have other business loans at other banks? If so, how much & where?		
Does the business owe taxes for this year or prior year? <input type="checkbox"/> YES <input type="checkbox"/> NO, Explain					
Has the business ever declared bankruptcy? <input type="checkbox"/> YES <input type="checkbox"/> NO, Explain					
Are you or your business party to any claim or lawsuit?					
What does your business do?					

**INFORMATION REGARDING THE BUSINESS OWNERS/PRINCIPALS**

NAME & TITLE		% Owner	Date of Birth	Social Security #	
Street				Home Phone # (including area code)	
City		State	Zip	Business Phone # (including area code)	
How long have you been owner/partner?		% Ownership		Cell Phone # (including area code)	
Email Address:					
Personal Cash & Securities \$	Personal Annual Income \$		Real Estate Owned \$		Retirement Accounts \$
Personal Loans \$	Mortgage Debt \$		Monthly Housing Expense <input type="checkbox"/> Own <input type="checkbox"/> Rent \$		
Have you ever declared bankruptcy? <input type="checkbox"/> NO <input type="checkbox"/> YES, Explain				Are you a U.S. Citizen? If No, What type of Visa do you have?	

NAME & TITLE		% Owner	Date of Birth	Social Security #	
Street				Home Phone # (including area code)	
City		State	Zip	Business Phone # (including area code)	
How long have you been owner/partner?		% Ownership		Cell Phone # (including area code)	
Email Address:					
Personal Cash & Securities \$	Personal Annual Income \$		Real Estate Owned \$		Retirement Accounts \$
Personal Loans \$	Mortgage Debt \$		Monthly Housing Expense <input type="checkbox"/> Own <input type="checkbox"/> Rent \$		
Have you ever declared bankruptcy? <input type="checkbox"/> NO <input type="checkbox"/> YES, Explain				Are you a U.S. Citizen? If No, What type of Visa do you have?	

Other information you think would be helpful in evaluating this loan request.

**AUTHORIZATION AGREEMENT**

The person(s) signing below for the credit application (Applicant) identified on page 1 of this credit application (the "application") certifies that he/she has full authority to act on behalf of Applicant and that all information in the Application is true and correct in all respects. Bank, its agents and assignees (i) are authorized to verify any information provided in connection with the application, (ii) may obtain credit reports, including consumer credit reports, in connection with the Application and also in the future in connection with periodic reviews, updates, renewals, extensions and collection activity for any credit granted to Applicant by Bank, and may use the Application and credit report information to consider Applicant for additional credit products Bank believes appropriate for Applicant, and (iii) at Applicant's request will tell Applicant whether a credit report was obtained and if so, the name and address of the which provided it. Applicant agrees that Bank may get credit information from or share it with its agents and assignees regarding the guarantor(s) or Applicant's owners in considering the Application. The Application will be Bank's property whether or not credit is granted.

I understand, acknowledge, and agree that the Lender and Other Loan Participants can obtain, use and share tax return information for purposes of (i) providing an offer; (ii) originating, maintaining, managing, monitoring, servicing, selling, insuring, and securitizing a loan; (iii) marketing; or (iv) as otherwise permitted by applicable laws, including state and federal privacy and data security laws. The Lender includes the Lender's affiliates, agents, service providers and any of aforementioned parties' successors and assigns. The Other Loan Participants includes any actual or potential owners of a loan resulting from your loan application, or acquirers of any beneficial or other interest in the loan, any mortgage insurer, guarantor, any servicers or service providers for these parties and any of aforementioned parties' successors and assigns.

Applicant agrees that Bank may rely on a facsimile of the Application and on any other signed documents received by Bank by facsimile transmission relating to the credit granted pursuant to the Application. Such facsimile or any copy of such facsimiles shall be binding on Applicant and shall for all purposes be considered original documents.

If the business is a corporation, partnership or limited liability company, all shareholders, partners or members must sign this credit request. If the business is a sole proprietorship, the owner must sign. If this is an application for joint credit, Borrower/Co-Borrower/Guarantor each agree that we intend to apply.

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 cost.

Business Legal Name	Authorized Signature & Title	Date
Business Legal Name	Authorized Signature & Title	Date

# BOGOTA SAVINGS BANK

## PERSONAL FINANCIAL STATEMENT

### PERSONAL INFORMATION

Name 1	Social Security No.	Date of Birth
Name 2	Social Security No.	Date of Birth
Address		
City	State	Zip
Home Telephone No.	Business Telephone No.	Cell Phone No.
Email Address	Occupation/Title	
Business Name		
Business Address		
Partner of Officer in any other venture? If yes, explain:		
Do you currently have a will? If yes, name of executor:		
Have you ever been declared bankrupt? If yes, explain:		
Personal Bank Account carried at?		

### STATEMENT OF FINANCIAL CONDITION DATE \_\_\_\_\_

Please use the word "none" where no amount is to be entered.

ASSETS		LIABILITIES	
Cash	\$	Loans payable to banks-secured	\$
Marketable Securities	\$	Loans payable to banks-unsecured	\$
U.S. Government Securities	\$	Loans payable to relatives	\$
Retirement Accounts	\$	Loans payable to others	\$
Loans & Notes Receivable	\$	Real Estate mortgages payable	\$
Cash Surrender Value-Life Insurance	\$	Unpaid Income Taxes payable	\$
Real Estate Owned	\$	Other liabilities (itemize):	\$
Mortgage Owned	\$		\$
Automobile and other Personal Property	\$		\$
Other (Itemize):	\$		\$
	\$	Total Liabilities	\$
	\$	Net Worth	\$
<b>TOTAL ASSETS</b>	\$	<b>TOTAL LIABILITIES &amp; NET WORTH</b>	\$

CONTINGENT LIABILITIES		SOURCES OF INCOME	
As Co-Signer or Guarantor	\$	Salary	\$
On leases or contracts	\$	Bonuses/Commissions	\$
Legal Claims	\$	Dividends	\$
Other special debt	\$	Real Estate Income	\$
<b>TOTAL:</b>	\$	<b>TOTAL:</b>	\$

**SCHEDULE OF MARKETABLE SECURITIES**

No. of Shares or face value of Securities	Description	In Name Of	Market Value

**SCHEDULE OF REAL ESTATE OWNED**

Property Address	Date Acquired	Title in Name Of	Cost	Market Value	Mortgage Amount	Maturity

**LOANS PAYABLE TO BANKS AND OTHERS**

Creditor	Amount	Collateral	Maturity

**SCHEDULE OF LIFE INSURANCE CARRIED**

Amount	Name of Company	Beneficiary	Cash Value	Loans

**ATTORNEY INFORMATION**

ATTORNEY'S NAME	TELEPHONE NO.	EMAIL

**ACCOUNTANT INFORMATION**

ACCOUNTANT'S NAME	TELEPHONE NO.	EMAIL

**CHECK ONE:** ☐ Completed jointly ☐ Not completed jointly

I understand that Bogota Savings Bank's credit approval is subject to verification and investigation. I authorize Bogota Savings Bank to obtain credit reports, including consumer credit reports, and release credit information about me, both in connection with this statement and in the future with respect to any updates, renewals, extensions and collection activity for any other credit request by or granted by the Bank.

This is a true and accurate statement of my financial condition. Should my financial condition change at any time while I am under obligation to the Bank, I will promptly notify the Bank in writing of this change.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Prepared by: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# ENVIRONMENTAL DISCLOSURE FORM FOR BORROWERS AND LENDERS

Date:		E-mail Address:		Bank Loan #:	
Lender Name:			Phone:		Fax:
Address:			City:	State:	Zip:
Borrower Name:					
New Loan: <input type="checkbox"/> Yes <input type="checkbox"/> No		Term to maturity: _____		Loan Amount:	
Renewal Loan: <input type="checkbox"/> Yes <input type="checkbox"/> No					
Property Address:				Loan To Value:	
City:		State:	Zip:	Est. Closing Date:	
Cross Streets:			Source of Water Supply:	<input type="checkbox"/> Municipality <input type="checkbox"/> On-Site Well <input type="checkbox"/> Other (explain)	
Year of Construction:		Square Footage:		Wetlands On-Site? <input type="checkbox"/> Yes <input type="checkbox"/> No	
1) a. Current Property Use: (Be specific *see below)					
b. Past Property Use: (Be specific *see below)					
c. Proposed Property Use: (Be specific *see below)					

\*Please be specific, e.g. gasoline stations, auto repair, commercial printer, dry cleaner, photo developer, laboratory...

2) Have any of the following operations ever been conducted on the property (check all that apply)? <input type="checkbox"/> dry cleaner <input type="checkbox"/> gas station/fueling facility <input type="checkbox"/> auto repair <input type="checkbox"/> landfill <input type="checkbox"/> photo developer <input type="checkbox"/> hazardous waste generator <input type="checkbox"/> waste treatment, storage, disposal <input type="checkbox"/> manufacturing	
3) Are there currently any Above Ground Storage Tanks or Underground Storage Tanks located at the site? If yes, please specify: -the age, size, contents of each tank -is tank(s) in compliance with 1998 EPA standards -have the tank(s) been integrity tested, if yes, when and did tank pass	Yes/No/Unknown - Explain
4) Have there ever been any Above Ground Storage Tanks or Underground Storage Tanks located at this site? If yes, please provide details, including closure documentation and/or No Further Action letter.	Yes/No/Unknown - Explain
5) Have there been or are there currently, any occupants/tenants that generated, stored, or handled regulated substances on site? (If yes, provide details.)	Yes/No - Explain
6) Does borrower have any knowledge of a past, threatened or pending lawsuit or administrative proceeding concerning a release of any regulated substance involving this property? (If yes, please explain)	Yes/No - Explain
7) The undersigned has no knowledge of any environmental contamination condition with respect to the real property identified above, except for the following: (Write "none," if none. Attach info. If necessary.)	Yes/No - Explain

The undersigned hereby declares that information provided in this form is true to the best of his or her knowledge and belief. The borrower is fully responsible for completion of any investigations required to protect his or her interests as well as the interests of the Lender.

Borrower's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Loan Officer Name: \_\_\_\_\_ Date: \_\_\_\_\_

Appendix

Question #3 - Appendix A

Question: Are there currently any Above Ground Storage Tanks or Underground Storage Tanks located at the site? If yes, please specify:

Tank Number						
What is the position of the tank?	UST	AST	UST	AST	UST	AST
What is the age of the tank?						
What is the capacity in gallons?						
What are the contents of the tank?						
Have the tank(s) been integrity tested?	Yes	No	Yes	No	Yes	No
If yes, did the tank(s) pass?	Yes	No	Yes	No	Yes	No
Does the tank meet 1998 EPA standards?						

Question #4 - Appendix B

Question: Have there ever been any Above Ground Storage Tanks or Underground Storage Tanks located at this site?

If yes, please provide details, including closure documentation and/or No Further Action letter.

Question #5 - Appendix C

Question: Have there been or are there currently, any occupants/tenants that generated, stored, or handled regulated substances on site? If yes, provide details

Question #6 - Appendix D

Question: Does borrower have any knowledge of a past, threatened or pending lawsuit or administrative proceeding concerning a release of any regulated substance involving this property? If yes, provide details

Question #7 - Appendix E

Question: The undersigned has no knowledge of any environmental contamination condition with respect to the real property identified above, except for the following: If yes, explain



## INCOME AND EXPENSE STATEMENT

FOR THE \_\_\_\_ MONTHS ENDED \_\_\_\_

Borrower: \_\_\_\_\_ Property Address: \_\_\_\_\_

Loan No.: \_\_\_\_\_ Property Type: \_\_\_\_\_

Monthly Rent: \_\_\_\_\_ x 12 = Gross Rental Income: \_\_\_\_\_

Plus Tenant Contributions or Other Income (Itemize on back): \_\_\_\_\_

Less Vacancy or Rent Loss: \_\_\_\_\_

Effective Gross Income: \_\_\_\_\_

Expenses (Including those reimbursed by tenants)

### Fixed

Real Estate Taxes: \_\_\_\_\_

Insurance: \_\_\_\_\_

### Variable

Heat: \_\_\_\_\_

Sanitation: \_\_\_\_\_

Utilities: \_\_\_\_\_

Repair &

Electric, Gas: \_\_\_\_\_

Maintenance: \_\_\_\_\_

Water: \_\_\_\_\_

Depreciation: \_\_\_\_\_

Sewer: \_\_\_\_\_

Management: \_\_\_\_\_

Super's Apartment: \_\_\_\_\_

Other: \_\_\_\_\_

Salaries: \_\_\_\_\_

1<sup>st</sup> Mortgage Payments:  
(Principal & Interest) \_\_\_\_\_

Total Expenses: \_\_\_\_\_

2<sup>nd</sup> Mortgage Payments:  
(Principal & Interest) \_\_\_\_\_

Other Debt Payments:  
(Principal & Interest) \_\_\_\_\_

Net Operating Income: \_\_\_\_\_  
(effective gross income less  
Expenses and  
mortgage/debt payments)

I certify this to be a true accounting of Income and Expenses for the period indicated above.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Day Phone No.: \_\_\_\_\_



## RENT ROLL CERTIFICATION

Property Address:

**Borrower:**

## Rent Roll Certification

I/We certify that the rent roll(s) dated \_\_\_\_\_ for the property above is/are true and correct.

By: \_\_\_\_\_

Date: \_\_\_\_\_



## **Bogota Savings Bank E-Sign Disclosure**

This Bogota Savings Bank E-Sign Disclosure ("Disclosure") applies to the loan that you have requested. The words "we," "us," and "our" means Bogota Savings Bank and the words "you" and "your" means you, the individual(s) who have applied for the loan.

As used in this Disclosure, "Communication" means any authorization, agreement, disclosure, notice, or other information related to your loan request, including but not limited to information that we are required by law or regulations (such as Reg. B, Reg. X and Reg. Z) to provide to you in writing. The Disclosures also include any other information, agreements, disclosures and notices that we wish to provide you in connection with the Loan in an electronic form, even if the information, agreements, disclosures and notices are not required by these laws, rules, regulations or ordinances.

### **The Scope of Communications to Be Provided in Electronic Form**

When you agree to these terms with respect to the loan, you agree that we may provide you with any Communications relating to your loan request in electronic format, and that we may discontinue sending paper communications to you, unless and until you withdraw your consent as described below.

Your Consent applies only to your electronic receipt of Disclosures in connection with the origination, closing and servicing of the Loan. Your Consent does not apply to other transactions that you may wish to enter into with us

### **Method of Providing Communications to You in Electronic Form**

All Communications that we may provide to you in electronic form will be provided via e-mail at the e-mail address you specify at the time of application.

### **How to Withdraw Consent**

You may withdraw your consent to receive Communications in electronic form by contacting us at 201-862-0660. We may treat your provision of an invalid e-mail address or the subsequent malfunction of a previously valid address as a withdrawal of your consent to receive electronic communications. We will not impose any fee to process the withdrawal of your consent to receive electronic Communications. Any withdrawal of your consent to receive electronic Communications will be effective only after we have a reasonable period of time to process your withdrawal.

### **How to Update Your Records**

It is your responsibility to provide us with true, accurate and complete e-mail address, contact, and other information related to your loan request, and to maintain and update promptly any changes in this information. You can update such information (such as your e-mail address) by contacting us at 201-862-0660.

## Hardware and Software Requirements

In order to access, view, and retain electronic Communications that we make available to you, you must have:

- Valid E-mail Address;
- Internet browser that supports 128-bit encryption;
- Adobe Acrobat Reader 8.0 or higher;
- An e-mail account with Internet service provider and e-mail software in order to participate in our electronic Communications programs;
- A personal computer, operating system and telecommunications connections to the Internet capable of receiving, accessing, displaying, and either printing or storing, communications received in electronic form from us via a plain text-formatted e-mail.

## Requesting Paper Copies

You can obtain a paper copy of an electronic Communication by printing it yourself or by requesting that we mail you a paper copy. To request a paper copy, contact us by telephone at 201-862-0660. We reserve the right, but assume no obligation, to provide a paper (instead of electronic) copy of any Communication that you have authorized us to provide electronically.

## Communications in Writing

All Communications in either electronic or paper format from us to you will be considered "in writing." You should print or download for your records a copy of your Early Disclosures, this Disclosure, and any other Communication that is important to you.

## Termination/Changes

We reserve the right, in our sole discretion, to discontinue the provision of your electronic communications, or to terminate or change the terms and conditions on which we provide electronic communications. We will provide you with notice of any such termination or change as required by law.

## Consent

By signing this disclosure you are giving **consent to receiving disclosures and documents via e-mail to the terms and conditions described** in the body of this document.

Applicant Email Address: \_\_\_\_\_

Co-Applclicant Email Address: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Co-Applclicant Signature