



## Business Loan Application

Thank you for your interest in obtaining a business loan from Virginia Heritage Bank. In order to expedite the application process please submit the following items with this application:

- Three (3) years Fiscal Year End financial statements for the business (if available)
- Two (2) years of Annual Tax Returns for the business (if available)
- Current interim financial statement for the business
- A current accounts receivable/accounts payable listing and aging
- A current contract backlog summary (if available)
- Cash flow projections for the business
- A Business Plan (For new businesses)
- A copy of the Articles of Incorporation, Bylaws or Operating Agreement, Partnership agreement (if any), Certificate of Incorporation\* and Evidence of EIN Assignment\* (\*if new entities)
- A signed, accountant prepared financial statement for all principals and guarantors (or use VHB Personal Financial Statements)
- Copies of two (2) years Personal Tax Returns for principals and guarantors

Virginia Heritage Bank's Commercial Relationship Officers are available to discuss available resources that may be helpful in assisting you with formulating a Business Plan.

Applicant's Name and Address:		Date of Birth:
		Taxpayer I.D.:
		Telephone #:
		Fax #:
		Email Address:
		Business Year-end:

<b>General Information</b>
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Legal Relationship: (e.g., Corporation, Partnership, Sole-Proprietorship, Limited Liability Company etc.)	
Authorization Resolution Dated:	
Income Tax Return Filed Through (date):	
Name of Accountant/Accounting Firm:	
Names of Persons authorized to borrow money on behalf of and in the name of the applicant:	

<b>Loan Request</b>
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Amount Requested: \_\_\_\_\_

Purpose: \_\_\_\_\_

Terms:(Interest only, P&I etc.) \_\_\_\_\_

Collateral: \_\_\_\_\_

**Guarantor**

Name:	Tax ID No:-	
Address:		
Add'l Information:	Home#:	Work#:
	Cell#:	Email Address:
	Date of Birth	

Name:	Tax ID No:-	
Address:		
Add'l Information:	Home#:	Work#:
	Cell#:	Email Address:
	Date of Birth	

**Equal Credit Opportunity Notice**

<p>Were your gross revenues \$1,000,000 or less in your previous fiscal year? _____</p> <p><i>If you answered "yes" and Virginia Heritage Bank denies your application for credit, you have the right to a written statement of the specific reasons for the denial. To obtain the statement please contact:</i></p> <p align="center"> <b>Loan Processing</b>  <b>Virginia Heritage Bank</b>  <b>11166 Fairfax Boulevard</b>  <b>Fairfax VA 22030</b> </p> <p>Please contact VHB within 60 days from the date you are notified of the denial. Virginia Heritage Bank will send you a written statement of reasons for the denial within 30 days of receiving your request for the statement. The notice at right describes additional protections extended to you.</p>	<p><b>NOTICE:</b> 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 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:</p> <p align="center"> <b>Federal Reserve Bank of Richmond</b>  <b>701 East Byrd Road</b>  <b>Richmond VA 23219</b> </p>
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The undersigned do hereby freely and voluntarily submit this application as inducement to the Bank to make the above loan for commercial and business purposes. Borrower understands that, consistent with the provisions of Federal Reserve Regulation Z, these representations shall be conclusive and binding upon the applicant/borrower. I (We) hereby further represent that any loan proceeds will not in any manner be used for family or household or purposes etc. I (We) certify that all information furnished to obtain this credit is true in every respect and that it correctly reflects my (our) current financial condition. I (We) authorize Virginia Heritage Bank to make whatever inquiries it deems necessary in connection with this credit application in the course of review or collection of any credit extended to me (us). The specific authorization to obtain credit reports pertains to both inquiries on the business entity making application for credit, as well as my (our) personal application in regards to any personal guarantee I (we) may make. I (we) authorize and instruct any person, Government Agency, or consumer reporting agency to compile and furnish the creditor any information it may have or obtain in response to such inquiries and agree that same shall remain the property of the creditor whether or not credit is granted.

By signing below, each applicant declares that he/she has read and understands the statement above			
By:	_____	By:	_____
<b>Borrower:</b>	Signature & Title	<b>Borrower:</b>	Signature & Title
	Date		Date
By:	_____	By:	_____
<b>Guarantor:</b>	Signature & Title	<b>Guarantor:</b>	Signature & Title
	Date		Date

**For Lender's Use only:**

Date Received:	_____	Application Complete:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Date Customer Contract:	_____	If Not, what is missing?		
Officer:	_____	1) _____	Requested:	_____ Rec'd _____
Status:	_____	2) _____	Requested:	_____ Rec'd _____
		3) _____	Requested:	_____ Rec'd _____