

LOAN EVALUATION CHECKLIST

---

**The following items are included in this package:**

- Completed Signed Application**  
Fill in all blanks. Please be sure to have each principal complete, sign, and date the application.
- Debt Schedule**  
List all existing business debt including capital leases. See Page 5 of this application for a blank Debt Schedule form.
- A Personal Financial Statement for Each Principal**  
Bank Form is enclosed. Fill in all blanks and answer all questions. Note: Assets should equal liabilities plus net worth. Sign and date the form.
- General Business Information & Marketing Plan(s) if available**  
For example, please include brochures, capability statement, marketing materials, etc.
- Listing of Current Bank, Principal Customers, and Trade Suppliers, Contact Persons and Phone Numbers for references.**
- Current Business Financial Statement, dated within the past 90 days.**  
Please include the same date Accounts Receivable and Accounts Payable Aging Reports.
- Last Two (2) Years' Personal Federal Tax Return for Each Principal**  
Please sign, date, and provide complete with all supporting schedules.
- Minimum Three Years of Completed Financial Statements and/or Tax Returns (all schedules)**  
The past three years financial statements including a balance sheet, an income statement and a cover letter from your accountant if statements were prepared by a CPA.
- 3-Years Pro-Forma (projected) Financial Statements, Cash Flow Projections and Assumptions.**  
Please prepare the Projections for the next twelve months, on a month by month basis. You can show the aggregate numbers for Years Two and Three.
- Internal Revenue Service 4506 T Form(s) for each Tax ID or EIN (Signed/Dated)**  
Blank Form is enclosed.
- Organizational Documents**  
As applicable, please include a copy of Articles of Incorporation and Bylaws or Articles of Organization and Operating Agreement, Partnership Agreements, business licenses, Federal Tax I.D. information, Certifications, and assumed name certificates.
- Management Resumes & Organizational Chart or Listing of Principal(s) and Key Employees**  
Complete with brief resumes or background summaries on principal(s) and key employees.
- Bank Statements**  
Copies of the last 6 months of statements-no checks (may be required). Applicable when less than three years in business and/or when seeking business expansion funds.
- Purchase Order or Invoice (for asset or equipment loans)**  
Please include a copy of the purchase order invoice or price list, if this application is for financing a vehicle, machinery or other equipment.
- Purchase Agreement, Construction / Renovation Plans, etc. (for Real Estate loans)**  
Sales Contract, Schedule of Planned Improvements, Construction Contracts, Plans, etc.

**COMPANY INFORMATION**

Legal name (exactly as registered with the Secretary of State)		Business Telephone (    )		Tax Identification Number (TIN or EIN) - - - - -	
Location Address		City	State	Zip Code	
Mailing Address (if different)		City	State	Zip Code	
Type of Ownership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> S-Corporation <input type="checkbox"/> Limited Liability		Nature of Business: <input type="checkbox"/> Manufacturing <input type="checkbox"/> Wholesale <input type="checkbox"/> Retail <input type="checkbox"/> Services    Year the Business was started _____  Please describe your product/service: _____			

Current number of FULL TIME employees: \_\_\_\_\_ Number of jobs to be created/retained with the loan (if any): \_\_\_\_\_

**REQUEST**

Loan Amount Requested: \$ \_\_\_\_\_ Monthly payment you can afford: \$ \_\_\_\_\_  
 Use of Loan Proceeds: \_\_\_\_\_  
 Available Collateral: \_\_\_\_\_

**OWNERSHIP INFORMATION (List all owners and provide a Personal Financial Statement for those with 20% or more ownership)**

Name:	% of Ownership:	Title:
Name:	% of Ownership:	Title:
Name:	% of Ownership:	Title:
Name:	% of Ownership:	Title:

**FINANCIAL INFORMATION**

<b>Sole Proprietorships/Owners:</b>  <input type="checkbox"/> Previous three years financial statements and/or <input type="checkbox"/> Previous three years tax returns (incl. Schedule C, K-1's and all other supporting schedules)  <input type="checkbox"/> Current personal financial statement  <input type="checkbox"/> Partnership Agreement, Assumed Name Certificate, Articles of Incorporation/By-Laws or Articles of Organization/Oper. Agreement as required	<b>Corporations/Partnerships:</b>  <input type="checkbox"/> Previous three years financial statements and/or <input type="checkbox"/> Previous three years tax returns  <input type="checkbox"/> Current financial statements for each owner/partner
--	---

**CREDIT INFORMATION**

Bank Name	Account Number	Current Balance	Business <input type="checkbox"/> Personal <input type="checkbox"/>	Checking <input type="checkbox"/> Savings <input type="checkbox"/> Loan/Line <input type="checkbox"/>
Bank Name	Account Number	Current Balance	Business <input type="checkbox"/> Personal <input type="checkbox"/>	Checking <input type="checkbox"/> Savings <input type="checkbox"/> Loan/Line <input type="checkbox"/>
Bank Name	Account Number	Current Balance	Business <input type="checkbox"/> Personal <input type="checkbox"/>	Checking <input type="checkbox"/> Savings <input type="checkbox"/> Loan/Line <input type="checkbox"/>

**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

- Has the borrower used or done business under any other name?  Yes  No
- Is the business involved in any litigation or other legal claims or proceedings?  Yes  No
- Has the business ever been through bankruptcy or settled any debts for less than the amount owed?  Yes  No
- Does the business owe any past due taxes?  Yes  No
- Are any assets shown on the business financial statement pledged or assigned?  Yes  No
- Is the business contingently liable as an endorser or guarantor? (Include any leases, e.g., vehicle, equipment, premises)  Yes  No
- Is the business and its principals current in its tax filings?  Yes  No
- Please provide the name of the individual (s) authorized to enter into the proposed loan transaction. Wallace O. Green, President  
If YES to any, please describe: \_\_\_\_\_

**ABOUT YOUR COMPANY SALES**

Projected sales for this year: \$ \_\_\_\_\_ Are your sales seasonal?  Yes  No If yes, please explain: \_\_\_\_\_

How many customers do you have? \_\_\_\_\_ Do any customers represent more than 10% of sales?  Yes  No Please list with percentages.

What are your selling terms?  Cash  N/10  N/30  N/50 Average days to collect? \_\_\_\_\_ days

What are your purchasing terms?  Cash  N/10  N/30  N/50

Any Government sales (Local, State, Federal)?  No  Yes Please list \_\_\_\_\_% percent.

**ABOUT YOUR FACILITIES**

Is the Business property:  Owned?  Leased? If leased, please provide a copy of the lease with this application.

If owned, what was the cost? \$ \_\_\_\_\_ What is present market value? \$ \_\_\_\_\_

If leased, when does the lease expire? \$ \_\_\_\_\_ What are the monthly lease payments? \$ \_\_\_\_\_

Name and address of the landlord? \_\_\_\_\_ Telephone No. ( ) \_\_\_\_\_

**PROJECT INFORMATION (If loan request involves real estate)**

Is the project:  New Construction  Existing Building No. sf \_\_\_\_\_ \$ \_\_\_\_\_ Planned Construction

Are there any existing tenants that will remain in the building?  Yes  No

Do you intend to lease out any space?  Yes  No. If you answered Yes to either question above, complete the information below.

Tenant	Square Footage	Lease Expires
_____	_____	_____
_____	_____	_____
_____	_____	_____

Source of your injection: \$ \_\_\_\_\_ Cash \$ \_\_\_\_\_ Project Land Cost \$ \_\_\_\_\_ Other

**ABOUT YOUR MANAGEMENT**

Does the owner actively manage the company?  No  Yes – then  Full-time  Part-time \_\_\_\_\_%

Prior to owning the Business, how much experience does the owner have in the industry? \_\_\_\_\_

Who would manage the Company in the owner's absence? Name \_\_\_\_\_ Position \_\_\_\_\_ Years w/Firm \_\_\_\_\_

May we contact your Accountant?  Yes Telephone Number \_\_\_\_\_ Name \_\_\_\_\_  
( )

**RADA LOAN PRODUCT SELECTION**

Have you sought traditional bank financing for this loan request?  
 Yes  No

If yes, please explain which bank(s) you spoke to and the reasons they (or you) declined to pursue that credit.

**Type of RADA Loan Product being Applied For:**

- Working Capital Line of Credit
- Generic Term Loan
- Commercial Real Estate Mortgage or Leasehold Improvement Loan

**SIGNATURES**

The signer(s) certifies that he/she is authorized to execute this Application for the business named as ("Applicant"), and that all information and documents submitted, including federal income tax returns, are true, correct and complete. The signer (s) authorizes the RADA COMMUNITY INVESTMENT CORPORATION, its' SUCCESSORS or ASSIGNS, altogether known as ("Lender") to obtain both consumer and business reports, such as reports from credit bureaus, the Internal Revenue Service and the D & B reporting agency. The signer(s) further agrees to notify the Lender promptly of any material change in any such information. The signer(s) further authorizes the Lender to obtain balance and payoff information on all accounts requiring payoff as a condition of granting credit. If the Applicant is a corporation or partnership, all owners/principals listed must sign and include their title. **The signer(s) understands and agrees that this application is for evaluation purposes only and does NOT represent a promise or commitment, on the part of the Lender, to lend or extend credit to the Applicant. Furthermore, the application process itself, shall in no way create any legally binding commitment or obligation between Lender and Applicant. Any decision by the Lender to issue credit to the Applicant is subject to underwriting and final credit approval.**

1.	Signer	Title	Date
2.	Signer	Title	Date
3.	Signer	Title	Date

**PLEASE LIST ALL EXISTING BUSINESS DEBTS**

**DEBT SCHEDULE**

DATE \_\_\_\_\_ \*

Creditor Name/Address	Original Amount	Original Date	Present Balance as of ____	Interest Rate	Maturity Date	Monthly Payment	Collateral Pledged	Current or Delinquent
<b>TOTAL PRESENT BALANCE**</b>				<b>TOTAL MONTHLY PAYMENT</b>				

\* Should be the same date as current financial statement.  
 \*\* Total must agree with balance shown on current financial statement.

Notice of Intent to Apply for Joint Credit

**Applicant:**

Legal name (under which tax returns are filed)

---

Location Address

---

**Co-Applicant:**

Legal name (under which tax returns are filed)

---

Location Address

---

We intend to apply for joint credit.

**Acknowledgment:** By signing below, we acknowledge that it is our intent to apply for joint credit on this application dated \_\_\_\_\_. We understand that in doing so all joint borrowers will be equally (jointly and severally) responsible for the repayment of the obligation.



PERSONAL FINANCIAL STATEMENT
and
STATEMENT OF FINANCIAL AFFAIRS

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

To: RADA COMMUNITY INVESTMENT CORPORATION ("Lender")
4030 Wake Forest Road, Suite 205
Raleigh, NC 27609

This personal financial statement and attachments are being provided to RADA COMMUNITY INVESTMENT CORPORATION for the extension and/or the renewal of credit including guarantees. The information contained herein is true and complete.

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Social Security No. \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Residence Phone (\_\_\_\_) \_\_\_\_\_

Position or Occupation \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_ Business phone (\_\_\_\_) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

This is a(n) [ ] Individual financial statement. [ ] Joint financial statement with spouse. If joint, complete the following:

Spouse \_\_\_\_\_ Date of Birth \_\_\_\_\_

Social Security No. \_\_\_\_\_

Position or Occupation \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_ Business Phone (\_\_\_\_) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

YOU MAY APPLY FOR CREDIT INDIVIDUALLY OR JOINTLY WITH ANOTHER PARTY.

If you are applying for joint credit with another party (other than your spouse), the joint applicant must complete a separate financial statement. Reflect in this statement your personal financial condition as well as the financial condition of your spouse if:

- 1. You are applying for credit jointly with your spouse, or
2. You are relying on your spouse's income or assets in requesting credit, or
3. You are providing this statement to support previously extended joint credit with your spouse.

LENDER USE ONLY:

Accepted by: \_\_\_\_\_ (SEAL) Date: \_\_\_\_\_
RADA COMMUNITY INVESTMENT CORPORATION

System Input Date: \_\_\_\_\_ By: \_\_\_\_\_ (SEAL)

Please answer the following questions. Where answers are "yes," provide a brief explanatory statement in writing supplementing and accompanying this questionnaire.

YES    NO

- \_\_\_    \_\_\_    1.    **CONTINGENT LIABILITIES**  
Have all contingent liabilities as Endorser or Co-Maker on Notes, Guaranties of Completion, or long-term leases been disclosed in writing to the Lender?
- \_\_\_    \_\_\_    2.    **ASSETS PLEDGED**  
Do you have assets (liquid and non-liquid) pledged as collateral that are not specifically stated on your financial statement?
- \_\_\_    \_\_\_    3.    **LITIGATION**  
A.    Are you a party in any pending legal action where there is a claim against you for damages?  
B.    Are you a defendant in any pending legal action?
- \_\_\_    \_\_\_    4.    **JUDGMENTS**  
A.    Are there any unsatisfied judgments against you?  
B.    Have there been any judgments satisfied against you?
- \_\_\_    \_\_\_    5.    **BANKRUPTCY**  
Have you filed for bankruptcy or has any entity in which you were a partner or investor filed for bankruptcy, whether for reorganization or otherwise?
- \_\_\_    \_\_\_    6.    **OTHER INDEBTEDNESS**  
A.    Have you, or a related entity, ever given a lender a deed in lieu of foreclosure?  
B.    Have you, or a related entity, ever had a loan foreclosed, nonjudicially or judicially?  
C.    Are you currently in default of any loan payments?  
D.    Have you entered into any agreements for the appointment of a receiver or assignment of assets for the benefit of creditors or entered into any compromise forbearance agreement with credits?
- \_\_\_    \_\_\_    7.    **OTHER**  
A.    Are there any pending or threatened proceedings before any court of law or governmental agency that could affect the Property or the validity or enforceability of the Loan documents or that might materially or adversely affect the financial condition or assets of borrower, general partner, or investor having a 10% or greater interest of the Property, or any other person having any material influence or in control over the Property?  
B.    To your knowledge, have you or the borrower or any general partner been indicted for or convicted of any criminal charge?

Initials \_\_\_\_\_, \_\_\_\_\_



List all amounts in dollars. Omit cents.

ASSETS		AMOUNT	LIABILITIES AND NET WORTH		AMOUNT
Dep. In Banks & Other Fin. Inst. (Schedule 1)			Accounts Payable (Credit Cards, etc.)		
Cash Value of Life Insurance (Schedule 2)			Loans on Life Insurance (Schedule 2)		
Notes and Accounts Receivable – Total			Income Taxes Due – Federal & State		
Marketable Stocks & Bonds (Schedule 3)			Liabilities of Proprietorships		
Stock in Closely Held Corps. (Schedule 4)			Liabilities of Partnerships/Joint Ventures		
Assets of Proprietorships			Loans on Vehicles, Mach. & Equip. (Schedule 5)		
Assets of Partnerships & Joint Ventures			Real Estate Mortgage Balance (Schedule 6)		
Vehicles, Machinery & Equip. (Schedule 5)			Other Loans Payable (Schedule 8)		
Real Estate Market Value (Schedule 6)			Other Liabilities		
Vested Interest in Pension/Retirement Accts.					
Other Assets (Schedule 7)					
			Total Liabilities		
				Net Worth	
<b>Total Assets</b>			<b>Total Liabilities &amp; Net Worth</b>		

Please complete all appropriate schedules. If space is inadequate, attach an additional sheet.

**Schedule 1 DEPOSIT ACCOUNTS**

NAME OF BANK, SAVINGS AND LOAN, ETC.	DEMAND DEPOSITS	TIME DEPOSITS
<b>TOTAL</b>		

**Schedule 2 LIFE INSURANCE**

Name of Person Insured	Face Amount	Cash Value	Policy Loans
<b>TOTAL</b>			

**Schedule 3 MARKETABLE STOCKS & BONDS (Listed)**

# OF SHARES/ FACE VALUE (BONDS)	DESCRIPTION	REGISTERED IN NAME OF	TO WHOM PLEDGED	DATE ACQUIRED	COST	MARKET VALUE
						<b>TOTAL</b>

**Schedule 4 STOCK IN CLOSELY-HELD CORPORATIONS (Unlisted)**

NAME OF CORPORATION	STOCK IN NAME OF	# SHARES OWNED	VALUE OF SHARES OWNED	ANNUAL STATEMENT DATE	TOTAL SHARES OUTSTANDING	STOCKHOLDERS EQUITY
		<b>TOTAL</b>				



SOURCES OF INCOME	CONTINGENT LIABILITIES
<b>FOR YEAR ENDED _____</b> (Attach a copy of your most recent Income Tax Return)	Are you indirectly liable for obligations of others? If so, list and describe.  Name: _____ Amount: _____ Description: _____
Salaries – Yours \$ _____ - Your Spouse's, if applicable _____ Bonuses & Commissions _____ Dividends _____ Interest _____ Net Profits from: _____ Rental Property _____ Proprietorships _____ Partnerships _____ Joint Ventures _____	Name: _____ Amount: _____ Description: _____  Name: _____ Amount: _____ Description: _____  Total amount as endorser, comaker, or guarantor \$ _____ Total amount on leases or contracts \$ _____
Other Income: (Alimony, child support, or Maintenance income need not be revealed If you do not wish to have it considered as a Basis for repaying this obligation) _____ _____ _____ _____ _____ _____	<b>PERSONAL INFORMATION</b>
	Are you obligated to pay alimony, child support or separate maintenance payments? No _____ Yes _____ If so, provide details.
	Are you a partner/officer in any other venture? No _____ Yes _____ If so, describe.
	Are you a defendant in any suits or legal actions? No _____ Yes _____ If so, describe.
	Have you ever declared bankruptcy or had any judgments recorded against you? No _____ Yes _____ If so, describe.
<b>TOTAL INCOME</b> \$ _____	Do you have a will? No _____ Yes _____ If so, who is the executor?

**REPRESENTATIONS AND WARRANTIES**

The information contained in these statements is provided for the purpose of obtaining, or maintaining credit with RADA COMMUNITY INVESTMENT CORPORATION (the "Lender") on behalf of the undersigned, or persons, firms or corporations in whose behalf the undersigned may either severally, or jointly with others, execute a guaranty in favor of the Lender. Each undersigned understands that the Lender is relying on the information provided herein (including the designation made as to ownership of property) in deciding to grant or continue credit. Each undersigned represents and warrants that the information provided is true and complete and that the Lender may consider this statement as continuing to be true and correct until a written notice of a change is given to the Lender by the undersigned. The Lender is authorized to make all inquiries it may deem necessary to verify the accuracy of the statements made herein, and to determine the creditworthiness of the undersigned. The Lender is authorized to answer questions about the Lender's credit experience with the undersigned.

**THE UNDERSIGNED HAVE READ, FULLY UNDERSTAND AND HEREBY CERTIFY THE FOREGOING REPRESENTATIONS AND WARRANTIES AND FURTHER CERTIFY THAT ALL OF THE INFORMATION PROVIDED TO THE LENDER BY THE UNDERSIGNED IS TRUE AND COMPLETE.**

_____ (SEAL) Your Signature	_____ Date
_____ (SEAL) Spouse's Signature (if joint financial statement)	_____ Date

# Request for Transcript of Tax Return

OMB No. 1545-1872

▶ Request may be rejected if the form is incomplete or illegible.

**Tip.** Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at [IRS.gov](http://IRS.gov) and click on "Order a Return or Account Transcript" or call 1-800-908-9946. If you need a copy of your return, use **Form 4506, Request for Copy of Tax Return**. There is a fee to get a copy of your return.

<b>1a</b> Name shown on tax return. If a joint return, enter the name shown first.	<b>1b</b> First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)
<b>2a</b> If a joint return, enter spouse's name shown on tax return.	<b>2b</b> Second social security number or individual taxpayer identification number if joint tax return
<b>3</b> Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)	
<b>4</b> Previous address shown on the last return filed if different from line 3 (see instructions)	
<b>5</b> If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number.	

**Caution.** If the tax transcript is being mailed to a third party, ensure that you have filled in lines 6 through 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy. Once the IRS discloses your tax transcript to the third party listed on line 5, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.

**6 Transcript requested.** Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ▶ \_\_\_\_\_

**a Return Transcript**, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120A, Form 1120H, Form 1120L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days

**b Account Transcript**, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 10 business days

**c Record of Account**, which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 10 business days

**7 Verification of Nonfiling**, which is proof from the IRS that you **did not** file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days

**8 Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript.** The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2011, filed in 2012, will likely not be available from the IRS until 2013. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 10 business days

**Caution.** If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

**9 Year or period requested.** Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately. \_\_\_\_\_

Check this box if you have notified the IRS or the IRS has notified you that one of the years for which you are requesting a transcript involved **identity theft** on your federal tax return

**Caution.** Do not sign this form unless all applicable lines have been completed.

**Signature of taxpayer(s).** I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, at least one spouse must sign. If signed by a corporate officer, partner, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. **Note.** For transcripts being sent to a third party, this form must be received within 120 days of the signature date.

		Phone number of taxpayer on line 1a or 2a
Signature (see instructions)	Date	
Title (if line 1a above is a corporation, partnership, estate, or trust)		
Spouse's signature	Date	