

FIRSTBANC

**Real Estate
Finance and Investment**

Loan Application Kit

FIRSTBANC

FINANCE & INVESTMENTS

LOAN REQUEST FORM

DATE ____ / ____ / 2004

LENDER INFORMATION		BORROWER INFORMATION	
Loan Request By: FIRSTBANC, LLC		Applicant/Borrower:	
Address: 12154 Darnestown Rd, Suite 235		Address:	
City, State & Zip: North Potomac, MD 20878		City, State & Zip:	
Contact: John Lawbaugh	Phone: 301-216-2332	Phone:	Fax:
Fax: 240-255-0063	Email Address: jlawbaugh@firstbanc.net	Entity Type: ☒ Individual ☐ Corporation ☐ LLC ☐ Partnership ☐ Other: _____	
LOAN INFORMATION		Date of Formation: EIN Number:	
Loan Amount: ☐ Purchase ☒ Refinance ☒ Rate & Term ☐ Cash Out		OWNERS & GUARANTORS	
Loan Program: Amortization:		Principal:	% of Ownership: Marital Status:
Purchase Price: Seller Financing:		_____	_____
Purchase Contract Expires:		_____	_____
Agent Name and Phone #:		_____	_____
FOR REFINANCES		Guarantors:	Social Security #: Credit Score:
Original Purchase Date: ____/____/____		_____	_____
Original Purchase Price: \$		_____	_____
Cost of improvements made: \$		_____	_____
Mortgage 1 Balance: \$		_____	_____
Mortgage 2 Balance: \$		_____	_____
Taxes Owed/Other Liens: \$		Title will be held in what name(s): Entity Type:	
Maturity Date: ____/____/____ Rate: %		_____	
Monthly Payment: \$ Next Due: ____/____/____		_____	
PROPERTY INFORMATION		_____	
Address:		_____	
City, State & Zip:		_____	
Legal Description:		_____	
Property Type:	Total SF/Units: _____	_____	
Owner Occupied: ☒ Yes ☐ No	SF/Units: _____	_____	
Current Occupancy: %	Past 12 months avg: %	_____	
Property Value: \$	Determined How:	_____	
☒ Appraisal Dated: ____/____ ☐ Estimate ☐ Purchase Price		_____	
LTV:	CLTV:	_____	
		*To be completed if the borrower is a business or a self employed individual.	

Firstbanc, LLC

UNIT PROFILE

DATE _____

PROPERTY ADDRESS: _____

Unit Type	# of UNITS	RENT	TOTAL	SIZE
Commercial Space				
Efficiencies				
1 Bedroom – 1 Bath				
2 Bedroom - 1 Bath				
2 Bedroom – 2 Bath				
3 Bedroom – 2 Bath				
Parking				
Storage				
Other:				
Other:				

Signed: _____

Date: _____

By: _____

Title: _____

Firstbanc, LLC

INCOME & EXPENSE STATEMENT

DATE _____

PROPERTY ADDRESS: _____

ITEM	CURRENT YEAR FROM: TO:	PRIOR YEAR #1 FROM: TO:	PRIOR YEAR #2 FROM: TO:
ACTUAL ANNUAL RENTS COLLECTED			
ANNUAL EXPENSES			
Taxes			
Insurance			
Water & Electricity			
Gas			
Gardener			
Trash			
Advertising			
Pool Service			
Cleaning Service			
Elevator Service			
Pest Control			
License			
Bldg. Maintenance & Repair			
Supplies			
Paint & Décor			
Resident Manager			
Owner's Mgt. Expenses			
Miscellaneous			
TOTAL			
Net operating income			

Initial: _____

REPLACEMENT COSTS

	Year to date	Prior year #1	Prior year #2
Appliances			
Carpeting			
Drapes			
Air Conditioning			
Furniture			
Roof			
Other			
TOTAL			

LAST Twelve Months Income Month by Month

Month:	2004	2004	2004	2004
Income:	\$	\$	\$	\$
Month:	2004	2004	2004	2004
Income:	\$	\$	\$	\$
Month:	2004	2004	2003	2003
Income:	\$	\$	\$	\$

Signed: _____**Date:** _____**By:** _____**Title:** _____

Firstbanc, LLC

CURRENT RENT ROLL

DATE _____

PROPERTY ADDRESS: _____

[illegible]**TOTAL**

Signed: _____

Date: _____

By: _____

Title: _____

PERSONAL FINANCIAL STATEMENT

Name:		Employer or Business Name of Applicant/Borrower:	
Address:		Address:	
City, State & Zip:		City, State & Zip:	
Phone:	Fax:	Phone:	Fax:
Years at this Address:	Email Address:	If Employed, Position:	Years on this Job/ Years in Profession
Date of Birth:	Social Security Number:	Date of Formation:	EIN Number:
Spouses Name:	Social Security Number:	Principals and % of Ownership	
Date of Birth:	Number of Dependents:		
ASSETS (Omit Cents)		LIABILITIES (Omit Cents)	
Cash on hand & in Banks		Accounts Payable	
Savings Accounts		Notes Payable to Banks and Others (See Section 2)	
IRA or Other Retirement Account		Installment Account (Auto) (Mo. Payments \$ _____)	
Accounts & Notes Receivable		Installment Account (Mo. Payments \$ _____)	
Life Insurance-Cash Surrender Value Only (Complete Section 8)		Loans on Life Insurance	
Stock and Bonds (describe in section 3)		Mortgages on Real Estate (Describe in Section 4)	
Unlisted Securities			
Real Estate (Describe in Section 4)		Unpaid Taxes (Describe in Section 6)	
Automobile-Present Value		Other Liabilities (Describe in Section 7)	
Other Personal Property (Describe in Section 5)		Total Liabilities	
Other Assets (Describe in Section 5)		Net Worth	
Total		Total	
Section 1. Source of Income		Contingent Liabilities	
Salary		As Endorser or Co-Maker	\$
Net Investment Income		Legal Claims & Judgments	
Real Estate Income		Provision for Federal Income Tax	
Other Income (Describe below)*		Other Special Debt	
Description of Other Income			
*Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.			

Section 2. Notes Payable to Bank and Others. (Use attachments if necessary. Each attachment must be identified as part of this statement and signed.					
Name and Address of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency (mthly,etc.)	How Secured or Endorsed Type of Collateral

Section 4. Real Estate Owned. (List each parcel separately. Use attachments if necessary. Each attachment must be identified as a part of the statement and signed.				
	Property A	Property B	Property C	Property D
Type of Property Residential, Commercial, raw land, etc.				
Name & Address of Title Holder				
Date Purchased				
Original Cost				
Present Market Value				
Name & Address of Mortgage Holder				
Mortgage Account Number				
Mortgage Balance				
Amount of Payment per Month/Year				

Section 5. Other Personal Property and Other Assets

Section 6. Unpaid Taxes. (Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attached).

Section 7. Other Liabilities. (Describe in detail).

Section 8. Life Insurance Held. (Give face amount and cash surrender value of policies - name of insurance company and beneficiaries).

I authorize Firstbanc, LLC to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. I understand FALSE statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General

Signature:	Date	Social Security Number:
Signature:	Date	Social Security Number:

APPLICANT NAME: _____

DATE: _____

SCHEDULE OF SECURITIES OWNED

LISTED SECURITIES					
Number of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value

UNLISTED SECURITIES					
Number of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value

Signed: _____

Date: _____

By: _____

Title: _____

APPLICANT NAME: _____

DATE: _____

SCHEDULE OF LIABILITIES

[illegible]

Signed: _____

Date: _____

By: _____

Title: _____

AUTHORIZATION TO RELEASE INFORMATION

The undersigned applicant(s) have applied for financing with Firstbanc, LLC

You are hereby authorized to release any information required by Firstbanc to complete the process of the financing request. Necessary credit information may include my employment record and earning amounts, checking and savings account information, consumer credit balances and payments, land history including mortgage payment records, balance, payoff information and other information as requested by

Photocopies of this authorization are to be accepted as the original.

AUTHORIZATION TO RELEASE INFORMATION

In addition, the applicant(s) herein authorizes credit reports to be initiated by Firstbanc it's successor and or assigns at any time during the term of the financing, at the sole discretion of Firstbanc , it successors and/or assigns.

Signature: _____

SSN#: _____

Date: _____

Signature: _____

SSN#: _____

Date: _____

FIRSTBANC, LLC

LOAN SUBMISSION CHECKLIST

Below is a list of documentation required by Firstbanc to evaluate and underwrite your loan request. Please supply this information along with Firstbanc's completed application package.

1. Completed loan application either online or written on the form included in the application package
2. Authorizations to release information executed by each borrower/guarantor.
3. Business entity information form either online or written on the form included in the application
4. Purpose of the loan
5. Use of funds
6. Description of the property and the site
7. Color Photos: Please provide pictures of the front, rear and interior of the property as well as street scenes and the adjacent properties
8. 3 years historical operating statements
9. Current YTD operating Statement
10. Rent roll
11. Purchase price and original cost
12. Timing requirements to fund loan
13. Description of significant improvements made to property and any required improvements
14. Resume/background on borrowers and guarantors
15. Existing lender, rate & term
16. For properties owned by other than an individual we will need the appropriate following information:

FIRSTBANC, LLC

LOAN SUBMISSION CHECKLIST (CONTINUED)

CORPORATIONS “S” OR “C”

- Correct full legal name of Corporation and signer signing documents
- Filed Certificate of Incorporation
- Filed Articles of Incorporation
- Bylaws
- Certificate of Good Standing of Borrower Company from the appropriate state regulatory agency.
- State Tax ID number
- ”Assumed Name Certificates” if operating under a “DBA”
- Completed W-9

LIMITED LIABILITY COMPANIES

- Filed Certificate of Incorporation
- Filed Articles of Incorporation
- Regulations (Similar document to “Bylaws”)
- Certificate of Good Standing of Borrower Company from the appropriate state regulatory agency.
- “Assumed Name Certificates” if operating under a “DBA”
- Completed W-9

LIMITED PARTNERSHIPS

- Filed Certificate of limited partnership
- Limited partnership agreement
- Certificate of Existence from the Secretary of State
- ”Assumed Name Certificates” if operating under a “DBA”
- Completed W-9

TRUST

- Trust Instrument (The document that gives the Trustee his authority, identifies the beneficiaries and gives us required wording for the Trustee's Affidavit of Authority)
- Any other documents that bestows authority in the Trustee to borrow money and purchase/sell real property on behalf of the Trust
- Correct legal spelling of the Trust Instrument
- Completed W-9 on the Trust (We MUST get a Trust Taxpayer ID Number – Even if ALL income is distributed to the Beneficiaries and they pay federal taxes themselves, the Trust itself must file an Annual Tax Return that lists the beneficiary distributions on Form K-1 of the Return.)
- Completed W-9 on Trustee and/or Beneficiaries

