

# 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: <small>What will funds be used for?</small>
<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
Financial Details					
Purchase Price/Estimated Value \$			Present Owner		
Monthly Rent Income \$			Other Income From Property \$		
Lease or Month to Month?			If Lease - gross or net?		
Estimated or Actual Monthly Expenses:					
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.

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. ( )	
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

Statement of financial condition as of the \_\_\_\_\_ date of \_\_\_\_\_, 20\_\_\_\_. 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>\$</b>	<b>TOTAL LIABILITIES &amp; NET WORTH</b>	<b>\$</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>\$</b>	<b>TOTAL:</b>	<b>\$</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. (    )
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**ACCOUNTANT INFORMATION**

ACCOUNTANT'S NAME	TELEPHONE NO. (    )
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**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.

Dated:

The \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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

**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.

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### 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

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### 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

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### 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

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# Bogota Savings Bank

Small enough to know you, Strong enough to serve you well!

## ADDITIONAL CONTACT INFORMATION

For your convenience and to assist in the expedient processing of your loan request we are providing a list of alternative contacts:

You may call or receive a call from any of the individuals on this list to provide the best service possible.

Bogota Savings Bank Main Phone Number: **(201) 862-0660 or Toll Free Number 1-(866) 907-2024**  
[info@bogotasavingsbank.com](mailto:info@bogotasavingsbank.com)

Bogota Savings Bank – Secure Upload Site: <https://www.bogotasavingsbank.com/File-Upload>

### **Residential Mortgage Loans or Home Equity Loans:**

**The first point of contact is your loan officer.**

**Once your loan is submitted you can also contact:**

Processor(s): Darlene Malaney ext. 1129 or [dmalaney@bogotasavingsbank.com](mailto:dmalaney@bogotasavingsbank.com)

Or

Retail Admin: Caren Farrelly ext. 1131 or [cfarrelly@bogotasavingsbank.com](mailto:cfarrelly@bogotasavingsbank.com)

### **Commercial Real Estate or Multifamily loans:**

**The first point of contact is your loan officer.**

**Once your loan is submitted you can also contact:**

Credit Analyst(s): Nick Palladino ext. 1120 or [npalladino@bogotasavingsbank.com](mailto:npalladino@bogotasavingsbank.com)

### **Or for any loan type:**

Vice President, Real Estate Closing Manager & Lending Systems Administrator

Susanne Hartmann-Silva ext. 1114 or [shartmann-silva@bogotasavingsbank.com](mailto:shartmann-silva@bogotasavingsbank.com)

***We appreciate the opportunity to serve you!***

Also please be aware that all information submitted will be re-verified a few days prior to closing. Any changes could result in a delay or cancellation of a closing.

Brian R. Kohles  
Senior Vice President



# Bogota Savings Bank

Small enough to know you, Strong enough to serve you well!

Member FDIC

Mortgage Department • 819 Teaneck Road, Teaneck, NJ 07666

(201) 862-0660 Fax (201) 862-0598

## 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.: \_\_\_\_\_



