



LOAN APPLICATION CHECKLIST

GENERAL APPLICATION MATERIALS

- Loan Application** - Form must be signed by Borrower or authorized representative of the applicant. Please complete pages 2, 3 and 4. Keep page 5 for your records.
- Copy of Driver's License(s)** - All authorized individual guarantors and signers.

BORROWER FINANCIAL INFORMATION (all forms must be signed and dated)

- Financial Statements** – Three (3) years of historical statements.
(Use the City First Bank Personal Financial Statement if the Borrower is an individual.)
- Interim Financial Statements** – Latest interim financials to date compared to the same period in the last fiscal year.
- Tax Returns** – Three (3) years of historical returns complete with all schedules.
- Debt Schedule** – If not detailed in Business Financials, complete attached form.
- Accounts Receivable and Accounts Payable Aging Reports** – latest current period.
- Budget and/or Cash Flow Projections** – Corporate Borrower only.
- Copies of Current Non-CFB bank Statements** – for the most recent three (3) months.

GUARANTOR FINANCIAL INFORMATION (all forms must be signed and dated)

- Guarantor Financial Statements** – Corporate guarantors must submit all information listed above under "Borrower Financial Information". Individual guarantors must submit the City First Bank Personal Financial statement form.
- Tax Returns** – Three (3) years of historical returns complete with all schedules.
- Schedule of Real Estate Owned** – Use page 2 of the Personal Financial Statement.
- Verification of Assets** – For individuals, recent bank/brokerage statements to verify liquid assets.

BORROWER BACKGROUND INFORMATION

- Background Information** – Borrower/Guarantor profile including real estate development and management experience.
- Business Plan** – if applicable.
- Bios for Senior Management**
- Organizational Documents** - Articles of Incorporation; Operating Agreements, Bylaws, Partnership Agreements; Verification of IRS Tax ID number (Will be needed before loan closing).

ADDITIONAL INFORMATION FOR REAL ESTATE LOANS

- Purchase Agreement** (If financing acquisition).
- Property Operating Statements** - Historical statements for 2 years and Pro Form.
- Current Rent Roll & Copies of Leases**
- Development Plan** (For renovation and construction projects.)
 - Proforma
 - Development Budget including Sources and Uses of Funds
 - Plans and Specs
 - Marketing Plan
 - Background on Development Team



LOAN APPLICATION

| APPLICANT/BORROWER INFORMATION | | | | |
|---|-------------|-----------------|---------------|---------------|
| Legal Name of Applicant: | | | Tax ID: | |
| Legal Address of Applicant: | | | | |
| Mailing Address of Applicant if different from above: | | | | |
| Primary Contact Name: | | | Phone Number: | |
| OWNER/GUARANTOR INFORMATION - List all owners with >20% interest and any other person/entity that will guaranty the loan | | | | |
| Full Name | % Ownership | Address | Phone | SSN or Tax ID |
| | | | | |
| | | | | |
| | | | | |
| LOAN REQUEST | | | | |
| Amount: \$ | | | Term: | |
| What is the purpose of the loan? (i.e.: Acquisition/Construction, refinance, equipment, working capital) | | | | |
| DISCLOSURES: | | | | |
| <p>"Parties to the Loan" is defined as all applicants, co-applicants, sponsors, guarantors and any party owning or anticipated to own more than a 20% interest in the borrowing entity.</p> <p> <input type="checkbox"/> Y <input type="checkbox"/> N Has the Applicant used or done business under any other name? <input type="checkbox"/> Y <input type="checkbox"/> N Currently or in the past 15 years, have any "Parties to the Loan" been involved in any litigation or other legal claims or proceedings? <input type="checkbox"/> Y <input type="checkbox"/> N Have any "Parties to the Loan" ever been through bankruptcy or settled any debts for less than the amount owed? <input type="checkbox"/> Y <input type="checkbox"/> N Do any "Parties to the Loan" owe any past federal or state taxes? (Including income tax, payroll tax, and sales tax obligations). <input type="checkbox"/> Y <input type="checkbox"/> N Are any assets shown on the business financial statement pledged or assigned? <input type="checkbox"/> Y <input type="checkbox"/> N Are any "Parties to the Loan" contingently liable as an endorser or guarantor? (including leases) <input type="checkbox"/> Y <input type="checkbox"/> N Are any "Parties to the Loan" past due in filing any federal or state taxforms? <input type="checkbox"/> Y <input type="checkbox"/> N In the past 15 years, have any "Parties to the Loan" been parties to any state or federal claim, action or judgment? </p> <p>If YES to any, please describe below:</p> | | | | |
| INDIVIDUAL OR JOINT CREDIT / GUARANTEE | | | | |
| I / We are applying for a loan with City First Bank of DC NA. | | | | |
| <input type="checkbox"/> I am applying for individual credit in my own name and I am relying on my own income and assets and not the income or assets of another person. <input type="checkbox"/> I am applying for individual credit and I am relying on my income or assets, as well as income or assets from other sources. <input type="checkbox"/> We are applying for <u>joint</u> credit. | | | | |
| Initials: _____ | | Initials: _____ | | |
| EQUAL CREDIT OPPORTUNITY ACT NOTICE | | | | |
| <p>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 (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income comes from any public assistance program; or because the applicant has exercised in good faith any right under the Consumer Credit Protection Act. The Federal agency which administers compliance with this law concerning this institution is: Office of the Comptroller of the Currency, Consumer Assistance Group, 1301 McKinney St., Ste. 3450, Houston, Texas 77010-90501.</p> | | | | |
| IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT | | | | |

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. What this means to you: When you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

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 City First Bank of D.C. ("Lender") to obtain both consumer and business reports, such as reports from credit bureaus the Internal Revenue Service and the D.C. Department of Consumer and Regulatory Affairs. 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 subject to underwriting and final credit approval.**

| | | | |
|----|--------|-------|------|
| 1. | Signer | Title | Date |
| 2. | Signer | Title | Date |
| 3. | Signer | Title | Date |

FOR INTERNAL USE:
 DATE RECEIVED/INITIALS: _____ / _____ COMPLETED APPLICATION DATE/INITIALS: _____ / _____

HMDA LOAN QUESTIONNAIRE

Street Address of Property: _____

Loan will be secured by: First Lien Second or junior lien No Lien on Real Estate

Does the loan involve manufactured housing (i.e. transportable structure designed to be used as a dwelling and built on a permanent chassis; also including plumbing, heating, air-conditioning and electrical system)? Yes No

- 1) **Will a portion of the proceeds of the loan be used for any of the following purposes (check all that apply):** Yes No
- Improvements to residential real estate whether or not the dwelling will be security for the loan; or
 - Purchase of residential real estate, and a dwelling will be security for the loan; or
 - Refinance of residential real estate, and both the old and new loans are/were secured by a dwelling
- 2) **Is the application submitted by one or more natural persons (individuals)?** Yes No

IF YOU ANSWERED "NO" TO EITHER 1 OR 2 ABOVE, STOP HERE. DO NOT ANSWER ANY QUESTIONS IN THE BOX BELOW.
If you answered "YES" to BOTH 1 and 2 above, please provide the information requested in the box unless the application is for temporary financing which is not HMDA reportable. Please note that residential real estate includes a multi-family dwelling.

To Be Completed by Financial Institution (for an application taken in person):

| | |
|--|---|
| Was the ethnicity of the applicant collected on the basis of visual observation or surname? <input type="checkbox"/> Yes <input type="checkbox"/> No | Was the ethnicity of the co-applicant collected on the basis of visual observation or surname? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Was the race of the applicant collected on the basis of visual observation or surname? <input type="checkbox"/> Yes <input type="checkbox"/> No | Was the race of the co-applicant collected on the basis of visual observation or surname? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Was the sex of the applicant collected on the basis of visual observation or surname? <input type="checkbox"/> Yes <input type="checkbox"/> No | Was the sex of the co-applicant collected on the basis of visual observation or surname? <input type="checkbox"/> Yes <input type="checkbox"/> No |

DEMOGRAPHIC INFORMATION OF APPLICANT AND CO-APPLICANT

The purpose of collecting this information is to help ensure that all applicants are treated fairly and that the housing needs of communities and neighborhoods are being fulfilled. For residential mortgage lending, Federal law requires that we ask applicants for their demographic information (ethnicity, race, and sex) in order to monitor our compliance with equal credit opportunity, fair housing, and home mortgage disclosure laws. You are not required to provide this information but are encouraged to do so. You may select one or more designations for "Ethnicity" and one or more designations for "Race."

The law provides that we may not discriminate on the basis of this information, or on whether you choose to provide it. However, if you choose not to provide the information and you have made this application in person, Federal regulations require us to note your ethnicity, race, and sex on the basis of visual observation or surname. If you do not wish to provide some or all of this information, please check below.

Applicant:

Ethnicity: – Check one or more

- Hispanic or Latino
 - Mexican
 - Puerto Rican
 - Cuban
 - Other Hispanic or Latino – *Print origin, for example, Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on:*
- Not Hispanic or Latino
- I do not wish to provide this information

Race: – Check one or more

American Indian or Alaska Native – *Print name of enrolled or principal tribe:*

-
- Asian
 - Asian Indian
 - Chinese
 - Filipino
 - Japanese
 - Korean
 - Vietnamese
 - Other Asian – *Print race, for example, Hmong, Laotian, Thai, Pakistani, Cambodian, and so on:*

-
- Black or African American
 - Native Hawaiian or Other Pacific Islander
 - Native Hawaiian
 - Guamanian or Chamorro
 - Samoan
 - Other Pacific Islander – *Print race, for example, Fijian, Tongan, and so on:*

-
- White
 - I do not wish to provide this information

Sex:

- Female
- Male
- I do not wish to provide this information

Co-Applicant:

Ethnicity: – Check one or more

- Hispanic or Latino
 - Mexican
 - Puerto Rican
 - Cuban
 - Other Hispanic or Latino – *Print origin, for example, Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on:*
- Not Hispanic or Latino
- I do not wish to provide this information

Race: – Check one or more

American Indian or Alaska Native – *Print name of enrolled or principal tribe:*

-
- Asian
 - Asian Indian
 - Chinese
 - Filipino
 - Japanese
 - Korean
 - Vietnamese
 - Other Asian – *Print race, for example, Hmong, Laotian, Thai, Pakistani, Cambodian, and so on:*

-
- Black or African American
 - Native Hawaiian or Other Pacific Islander
 - Native Hawaiian
 - Guamanian or Chamorro
 - Samoan
 - Other Pacific Islander – *Print race, for example, Fijian, Tongan, and so on:*

-
- White
 - I do not wish to provide this information

Sex:

- Female
- Male
- I do not wish to provide this information



RIGHT TO RECEIVE A COPY OF THE APPRAISAL NOTICE

(This disclosure only applies to loan that will be secured by a 1st lien on a 1-4 family residential structure.)

Borrower's Name: _____

Property Address: _____

Disclosure of Right to Receive a Copy of an Appraisal

For any proposed 1st position lien on a residential structure that contains one to four units, we may order an appraisal or valuation report to determine the property's value and charge you a fee for the development of an appraisal or valuation report. You may pay for an additional appraisal for your own use at your own costs. You have the right to receive this appraisal or valuation report promptly upon its completion (for open-end transactions) or no less than 3 business days before closing (for closed-end transactions), unless this right is expressly waived. If you would like to waive this right, please sign the **Waiver of Three Business Day Delivery Requirement** below and return this form to City First Bank of D.C., N.A, Attn: Loan Administration, 1432 U Street NW, Washington DC 20009 or email to LoanAdmin@cityfirstbank.com.

Waiver of Three Business Day Delivery Requirement

By signing below, I waive my right to receive a copy of the appraisal or valuation report for the above referenced property promptly upon its completion or at least three (3) business days prior to closing of my loan. This waiver does not affect my right to receive a copy of the appraisal report under the Equal Credit Opportunity Act or other law. If my transaction does not close, a copy of the appraisal report or valuation will be provided within 30 days of the determination that the transaction will not close.

BORROWER:

_____ Date: _____

_____ Date: _____

_____ Date: _____