

Burke & Herbert Bank

At Your Service Since 1852®

Small Business Loan Application

Application Date (MM/DD/YY)

Instructions

Please enter the information electronically or print in ink. Once complete, please print and sign where indicated. In addition to the completed Loan Application, we will require supporting documentation. This includes:

For the Business/Organization Applicant:

- Up to two years of the business' most recent tax returns
- Up to two years of the business' most recent financial statements; include an interim statement if the most recent financial statement is more than 90 days old
- A completed Burke & Herbert Bank Beneficial Ownership Certification for Legal Entities form
- Additional documents to support the organization, as may be requested

For each Co-Applicant (including Guarantors):

- Up to two years of your most recent tax returns
- A completed Burke & Herbert Bank Personal Financial Statement

Your Loan Request

Purpose of Loan

- | | | |
|---|--|--|
| <input type="checkbox"/> Overdraft Protection | <input type="checkbox"/> Purchase Machinery | <input type="checkbox"/> Refinance/Renewal |
| <input type="checkbox"/> Purchase Equipment | <input type="checkbox"/> Purchase Real Estate ¹ | <input type="checkbox"/> Working Capital |
| <input type="checkbox"/> Purchase Inventory | <input type="checkbox"/> Purchase Vehicle | <input type="checkbox"/> Other: |

¹ For business location only where the owner occupies 51% or more of the real estate. Not for real estate investments.

Credit Request

Product Choose Product(s)	Rate	Monthly Terms (Choose One)	Amount Enter Amount Requested
<input type="checkbox"/> Unsecured Line of Credit ²	Variable		\$
<input type="checkbox"/> Secured Line of Credit ²	Variable		\$
<input type="checkbox"/> Secured Term Loan ²	Fixed		\$
<input type="checkbox"/> Real Estate Term Loan ²	Fixed		\$
<input type="checkbox"/> Real Estate Balloon Loan ²	Balloon		\$
<input type="checkbox"/> Letter of Credit ³	Variable		\$

² Minimum loan amount for lines of credit and term loans is \$10,000. Minimum loan amount for owner-occupied real estate term loans and balloon loans is \$50,000. ³ Please also complete our separate Letter of Credit application.

Collateral for Secured Loans/Lines of Credit

Describe Collateral	Collateral Value	Lien Position (if applicable)
	\$	
	\$	
	\$	

Tell Us About Your Business

Business Legal Name		Tax ID Number	
Doing Business As (DBA); If Applicable			
Business Address (No P.O. Boxes)	City	State	Zip Code

# Years at Current Location	Company Email Address	Website Address	
Primary Contact Name	Email Address	Phone Number	
Business Structure			
<input type="checkbox"/> Association/Non-Profit	<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Corporation: <input type="checkbox"/> C <input type="checkbox"/> S	
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Other:	
<input type="checkbox"/> General Partnership	<input type="checkbox"/> Limited Liability Partnership		
Business Type			
<input type="checkbox"/> CPA/Accounting Firm	<input type="checkbox"/> Medical/Dental Services	<input type="checkbox"/> Wholesaler/Distributor	
<input type="checkbox"/> Government Contractor	<input type="checkbox"/> Retailer	<input type="checkbox"/> Restaurant	
<input type="checkbox"/> Law Firm or Legal Services	<input type="checkbox"/> Religious Organization	<input type="checkbox"/> Professional, Scientific, or Technical Services	
<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Service Provider		
<input type="checkbox"/> Other:			
Brief Overview of the Products/Services your Business Offers			
Date Business Started	Fiscal Year-End Date	State of Registration	Annual Sales/Revenues
			\$
Is Your Business:		Current Burke & Herbert Bank Customer?	
<input type="checkbox"/> Minority Owned <input type="checkbox"/> Veteran Owned <input type="checkbox"/> Woman Owned		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Additional Information			
Monthly principal and interest payments on all existing business debt		\$	
Has the business operated at a loss during any of the past three years?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, explain:			
Are any tax obligations, including payroll taxes, in arrears or in dispute?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, explain:			
Has the business declared bankruptcy or had other legal proceeding filed against it in the last seven years?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, explain:			
Is this business a franchise?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If "yes" include a copy of the Franchise Agreement with your application.			
Does the business own or lease the business property?		<input type="checkbox"/> Own	<input type="checkbox"/> Lease
What is the monthly rent/mortgage payment?		\$	
When does the lease expire or mortgage mature?			
If business space is leased, provide landlord information.	Landlord		
	Phone Number		
	Address		

Tell Us About The Co-Applicants, Guarantors, or Other Party Supporting The Credit					
Co-Applicant / Owner 1					
Last Name	First Name	Middle Name	Suffix	Social Security #	Date of Birth
Street Address		City		State	Zip Code
Business Title				Percent of Ownership	

Co-Applicant / Owner 2					
Last Name	First Name	Middle Name	Suffix	Social Security #	Date of Birth
Street Address		City	State	Zip Code	
Business Title			Percent of Ownership		

Co-Applicant / Guarantor 1					
Last Name	First Name	Middle Name	Suffix	Social Security #	Date of Birth
Street Address		City	State	Zip Code	

Co-Applicant / Guarantor 2					
Last Name	First Name	Middle Name	Suffix	Social Security #	Date of Birth
Street Address		City	State	Zip Code	

Important Disclosures (Please retain a copy for your records)

US Patriot Act

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. To process the application, we must have your name, street address, date of birth and other identification information, and may ask to see your driver's license or other identifying documents. In some instances we may use outside sources to confirm the information. The information you provide is protected by our privacy policy and federal law.

Notice Of Right To Receive A Copy Of Appraisal

FOR LOANS SECURED BY FIRST LIEN ON DWELLING (1-4 unit residential structure, including co-op, condominium, or manufactured homes): We may order an appraisal to determine the property's value and charge you for this appraisal. You have a right to a copy of the appraisal report if one was used in connection with your application for credit, even if your loan does not close. If you wish to receive a copy of the appraisal, please write to us at 300 N. Lee Street, Attention: Small Business Lending, Alexandria, VA 22314. We must hear from you no later than 90 days after we notify you about the action taken on your credit application or you withdraw your application. In your letter, please provide us with the following information: loan or application number, date of application, name(s) of loan applicant(s), property address, and your current mailing address.

By checking this box, Applicant consents to receive an electronic copy of the appraisal from us at the email address specified in this application. If no email address is provided in this application, we will mail a copy of the appraisal to your address of record.

By checking this box, Applicant waives the right to receive a copy of the appraisal.

Intent To Apply For Joint Credit

Any individual, regardless of marital status, may apply for separate credit. Providing joint financial information does not confirm intent to apply for joint credit. Such intent must be expressly stated. If joint financial information is presented, and the intent is for co-applicants to be jointly obligated on the credit (i.e., joint borrowers or guarantors), please initial the following statement:

I intend to apply for joint credit:

Co-Applicant/Owner 1 Co-Applicant/Owner 2 Co-Applicant/Guarantor 1 Co-Applicant/Guarantor 2

Certification and Authorization

The undersigned, by signing below:

- Certifies that all the information supplied in this application and in all accompanying documents (such as the Personal Financial Statement) is being given for the purpose of obtaining the credit described above.
- Specifically represents, agrees and acknowledges that: (1) the information provided in this application and all accompanying documents (such as the Personal Financial Statement) is true, accurate and complete as of the date set forth below and that any intentional or negligent misrepresentation of this information contained in this application may result in civil liability, including monetary damages, to any person who may suffer any loss due to reliance upon any misrepresentation that I have made on this application, and/or in criminal penalties including, but not limited to, fine or imprisonment or both under the provisions of Title 18, United States Code, Sec. 1001, et seq.; (2) the credit requested pursuant to this application (the "Loan") and any property securing the Loan will not be used for any illegal or prohibited purpose or use; (3) the Bank and the Bank's actual or potential agents, brokers, processors, attorneys, insurers, servicers, successors or assigns ("Bank Parties") may continuously rely on the information contained in the application, and I am obligated to amend and/or supplement the information provided in this application and/or in any accompanying documents (such as the Personal Financial Statement) if any of the material facts that I have represented herein should change prior to closing of the Loan; (4) in the event that my payments on the Loan become delinquent, the Bank, its servicers, successors or assigns may, in addition to any other rights and remedies that it may have relating to such delinquency, report my name and account information to one or more consumer reporting agencies; (5) ownership of the Loan and/or administration of the Loan account may be transferred with such notice as may be required by law; (6) neither the Bank nor any Bank Parties has made any representation or warranty, express or implied, to me regarding any property securing the Loan or the condition or value of such property; (7) my transmission of this application as an "electronic record" containing my "electronic signature;" as those terms are defined in applicable federal and/or state laws (excluding audio and video recordings), or my facsimile transmission of this application containing a facsimile of my signature, shall be as effective, enforceable and valid as if a paper version of this application were delivered containing my original written signature; and (8) documentation and communications can be sent electronically.
- Certifies that Applicant's intent is to apply for business purpose credit and such credit will be used primarily for business or commercial purposes and not for personal, family or household purposes.
- Authorizes the Bank to make all inquiries deemed necessary in connection with this credit application or in the course or review or collection of any credit extended in reliance on this application, including employment inquiries and/or obtaining consumer credit reports on any Applicant/Co-Applicant, and agrees that an electronic image of this statement shall also serve as authorization for such inquiries;
- Acknowledges that Applicant/Co-Applicant has a right to ask if a consumer credit report was requested, and if a report was requested, and if such Applicant/Co-Applicant asks, will be informed of the name and address of the consumer reporting agency that furnished such report.
- Authorizes any person, business, consumer reporting agency, or state or federal government agencies to give the Bank any information it may have on the Applicant/Co-Applicant.
- Authorizes the Bank to provide any or all of the information provided to the Bank in connection with this application to a third party credit processing service as part of the Bank's evaluation of the Applicant's/Co-Applicant's creditworthiness, and hereby releases the Bank from any liability for any damages sustained by Applicant/Co-Applicant in connection with the Bank's use of said third party credit processing service.
- Authorizes the Bank to furnish credit information to persons who may lawfully receive and use such information.
- Agrees to provide periodic financial information as the Bank may reasonably request as long as an obligation or guarantee of the Applicant/Co-Applicant to the Bank is outstanding.
- Agrees to notify the Bank promptly of any adverse change in Applicant's/Co-Applicant's financial condition.
- Acknowledges that the Bank, any owner of the Loan, its servicers, successors and assigns, may verify or re-verify any information contained in this application or obtain any information or data relating to the Applicant/Co-Applicant or the Loan, for any legitimate business purpose through any source, including a source named in this application or a consumer reporting agency.
- Agrees that submission of this application does not create a commitment to lend.

Name of Applicant/Business		
Name of Authorized Signer	Title of Authorized Signer	Date
Authorized Signature		
Name of Co-Applicant/Guarantor		
Co-Applicant/Guarantor Signature	Date	
Name of Co-Applicant/Guarantor		
Co-Applicant/Guarantor Signature	Date	
Name of Co-Applicant/Guarantor		
Co-Applicant/Guarantor Signature	Date	
Name of Co-Applicant/Guarantor		
Co-Applicant/Guarantor Signature	Date	

BANK USE ONLY			
BBO Name		Date Submitted	
Reg. O Loan?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Community Development Loan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SBL Name		Date Received	