



Loan Application – ACCOUNTANTS

Buyer Profile: Questions in this section refer to buyer's existing practice.

Name - Principal: _____ Name - Spouse: _____
 Business Name: _____ DBA: _____
 Home Address: _____
 Business Address: _____
 Social Security #: _____ Email: _____
 Phone (Work) _____ Phone (Home) _____

A. Experience

Are you licensed? Yes No Date licensed _____
 Type of license? (CPA, EA, etc.) _____ Presently Own Practice? Yes No
 Any Existing Liens on Practice? Yes No Lien Holder _____ Amount \$: _____

B. Personal Income

Last Year Adjusted Gross Income-Buyer _____ Previous Year Adjusted Gross Income _____
 Last Year Adjusted Gross Income - Spouse _____

C. Existing Business Facility (if applicable)

Square Footage: _____ Landlord Name (if applicable) _____ Landlord Phone # _____
 Description of Location: _____
 Description of General Area: _____
 Proximity to Other Business: _____
 Environmental Issues (if any): _____

D. Existing Practice Performance

Fiscal Year _____	2011	2010	2009	2008
Gross Revenue (\$)				
Expenses				
Net Profit				

E. Existing Personnel (Number of)

Partner/Owners _____ Accountants _____ Bookkeepers _____
 Recp./Sec. _____ Office Mgr. _____ Part-Time Staff _____
 Office Hours: M _____ T _____ W _____ Th _____ F _____ S _____

F. Existing Client Base (Last 12 Months)

Accounting, Bookkeeping, Compilations

	<u># of Clients</u>	<u>Fee / Client</u>	<u>Annual Revenue</u>
Monthly	_____	Avg. Fee _____	Total Revenue _____
Quarterly	_____	Avg. Fee _____	Total Revenue _____
Annual	_____	Avg. Fee _____	Total Revenue _____

Income Tax

Individuals	_____	Avg. Fee _____	Total Revenue _____
Business	_____	Avg. Fee _____	Total Revenue _____
Other	_____	Avg. Fee _____	Total Revenue _____

Audits & Reviews

Audits	_____	Avg. Fee _____	Total Revenue _____
Reviews	_____	Avg. Fee _____	Total Revenue _____
	_____	_____	_____

Consulting & Other Service

Describe

_____	Avg. Fee _____	Total Revenue _____
_____	Avg. Fee _____	Total Revenue _____
_____	Avg. Fee _____	Total Revenue _____

Approx. # of Active Clients: _____ Average # of New Clients Per Year: _____

List Top Three Clients: _____ Percent of Revenue 1. _____ %

(Industry Type) 2. _____ %

3. _____ %

Current Marketing Techniques Used: _____

G. Accounts Receivable – Existing Practice

Approx. Amount of A/R (\$): _____

Current (\$) _____ 30 Days _____ 60 Days _____ 90 Days + _____

Total Amount in Collections (\$) _____ Percentage in Collections _____

I hereby affirm that each and all of the answers in the forgoing Application are true and correct. I authorize you to obtain information from my accountant and any source(s) to which you may apply relative to this Application, each source being hereby authorized to provide with such information. Should any situation arise which changes any of the representation made by me in this application, I will notify you thereof promptly. I also authorize you to provide other credit providers such information if it concerns the approval decision on this or a related transaction.

Signature - Principal _____ Social Security # _____ Date: _____

Signature - Spouse _____ Social Security # _____ Date: _____

Have you completed the following? : Application Form (Above) Personal Financial Statement:

Loan Purpose/Type:

1. Commercial Real Estate
 2. Practice Acquisition
 3. Debt Consolidation
 4. Other:

Complete applicable section for loan type requested and attach.

1. Commercial Real Estate

A. Transaction Description

Subject Property Address _____

Purchase Price (if existing bldg.)	\$ _____	Building Improvements/Repairs	\$ _____
Refinance Amount (if existing bldg.)	\$ _____	Equipment	\$ _____
Construction Hard Cost	\$ _____	Land Purchase	\$ _____
Construction Soft Cost	\$ _____	Total Loan Request	\$ _____
Estimated Value of R/E (if existing bldg.)	\$ _____	Source of Value	_____

Source of Down Payment Savings Financed Gift Retirement Funds Other: _____

Rent or Mortgage Payment \$ _____ Taxes \$ _____ Insurance \$ _____

B. Real Estate Description

Year Built (if existing) _____ Land Value (\$) _____

Total Square Footage _____ sq. ft. R/E Description Free Standing Condo Unit

Percent Owner Occupied _____ Prior Use of Building _____

Land Area _____ acres Construction Type Brick Stucco Block Wood

* **Please provide 3 – 5 pictures of outside and inside of building to be purchased.**

C. Business Plan

Summarize plan:

3. Debt Consolidation

Total Amount to Finance (\$) _____

Itemization of Debt to Be Consolidated:

	<u>Dollar (\$) Amount</u>	<u>Monthly Payment</u>	<u>Current Lender</u>
Commercial R/E Loans	_____	_____	_____
Bank Lines of Credit	_____	_____	_____
Equipment Loans	_____	_____	_____
Equipment Leases	_____	_____	_____
Credit Card Debt	_____	_____	_____
Other ()	_____	_____	_____
Other ()	_____	_____	_____
Other ()	_____	_____	_____

Additional Debt (i.e. working capital) _____ Purpose: _____

Other _____ Purpose: _____

Total amount listed above should equal the total amount to finance.

Loan Purpose: (Comments regarding business plan.)

General Comments: (Include comments regarding any derogatory credit, etc.)

4. Other ()

Total Amount to Finance (\$)

Loan Purpose: (Comments regarding business plan.)

General Comments: (Include comments regarding any derogatory credit, etc.)