

9 Easy Steps

Applying for an Insurance Agency Loan from Capital Resources

- ___ 1. Complete the credit application in its entirety. (*Capital Resources cannot move forward on any application without a complete and signed credit application.*)
- ___ 2. Attach all supporting documents to your credit application that are listed, in detail, on page 3 of the application. (*Capital Resources **WILL NOT** move forward on any application without **ALL** supporting documents.*)
- ___ 3. Forward your complete credit application with attachments in an organized and presentable manner to:

Capital Resources
Attn: Underwriting
7960 W 135th Street - Suite 200
Overland Park, KS 66223
- ___ 4. Once your application has been received you will be contacted by one of our courteous representatives to address any questions they may have specific to your request.
 - a. During this step it may be necessary, if your transaction is an acquisition, to have questions answered directly by the seller of your targeted agency.
 - b. During this time it may also be necessary for an onsite visit by someone within our due diligence team to the agency being purchased.
- ___ 5. Once all questions have been addressed and your complete application has been reviewed our loan officers will then submit your transaction to our Loan Committee in a timely manner.
- ___ 6. Once a decision has been made by our Loan Committee you will be contacted by one of our representatives to be notified of your loan approval or denial.
- ___ 7. If your loan is approved then you will receive a formal letter of commitment detailing the basic terms and conditions of your loan.
- ___ 8. Upon you returning a signed copy of the commitment letter we will ship loan documents for you to review with your legal counsel.
- ___ 9. Once we have received your loan documents then loan proceeds will be sent to the appropriate parties via wire transfer on the scheduled day of closing.

Application for Credit

Date of Application: _____ **Years of Insurance Industry Experience** _____**Individual Name:** _____ **Occupation:** _____**Social Security Number:** _____ - _____ - _____ **Home Phone:** (_____) _____ - _____

E-mail Address: _____ Birth date: _____

Driver's License #: _____ State of Issuance: _____

Home Address: _____ Work Phone: (_____) _____ - _____

City: _____ State: _____ ZIP: _____ County: _____

Cell Phone: (_____) _____ - _____

EXACT NAME as will be issued by Allstate on YOUR R3001 Contract: _____

Address where YOUR agency will be located: _____

City: _____ State: _____ ZIP: _____ County: _____

If Borrower is an entity (Note, Lender reserves the right to require an individual borrower to form a business entity):

Entity Name (Exact Spelling/Punctuation): _____

Entity Type: _____ State of Organization: _____

Tax Identification Number: _____ Business Phone: (_____) _____ - _____

Business Address: _____ Business Fax: (_____) _____ - _____

City: _____ State: _____ ZIP: _____ County: _____

Cell Phone: (_____) _____ - _____

If applying for credit jointly (Note, Lender will require any individual with a 5% or more interest in the agency to offer an unlimited and unsecured personal guarantee):**Years of Insurance Industry Experience** _____

Joint Applicant's Name: _____ Occupation: _____

Joint Applicant's SSN#: _____ - _____ - _____ Home Phone: (_____) _____ - _____

Joint Applicant's Birth Date: _____ Driver's License #: _____

E-mail Address: _____ Work Phone: (_____) _____ - _____

Joint Applicant's Address: _____

City: _____ State: _____ ZIP: _____ County: _____

Desired Loan Information:

****Standard Minimum Down Payment Requirement = 15% of agency purchase price**

Loan Purpose: Allstate Agency Acquisition or Refinance of Existing Allstate Agency Debt (circle or select one)

Proposed Loan Origination Date: _____ **Requested Loan Amount: \$ _____

**Proposed Down Payment: \$ _____ Requested Loan Term: _____

**Source of Down Payment (specify % of cash, IRA, stocks, etc): _____

Proposed Collateral (agency business, real estate, etc.): _____

If Proposed Collateral is Allstate Agency Being Acquired Then:

Annual Commission Revenues: _____ Purchase Price: _____

Years in Existence: _____

Agency Street Address: _____

City: _____ State: _____ Zip: _____

Why is seller selling Agency (i.e. retirement, move): _____

If Proposed Collateral is Allstate Agency Already Owned by Applicant Then:

Annual Commission Revenues: _____ Purchase Price: _____

Years in Existence: _____ Years of Ownership: _____

Agency Street Address: _____

City: _____ State: _____ Zip: _____

Where will agencies be located post – acquisition (check one):

Staying at seller’s location _____ Relocating agency _____ New address: _____

Merging selling agency to my currently owned agency _____ Merging my agency to seller’s _____

Please include any agency location information here: _____

Note: In addition to proposed collateral, lender will require a collateral assignment of a life insurance policy equal to the proposed loan amount.

If you are the current owner, how many years have you owned this agency? _____

Estimated Value of Proposed Collateral: _____

Is the proposed collateral currently encumbered: **Yes** or **No** (circle or select one)

If yes, name of secured party and amt of debt: _____

How did you hear about Capital Resources? _____

Please include any other information here: _____

SIGNATURES: I acknowledge that acceptance of this Credit Application should not be considered as a commitment by Capital Resources to extend credit and that I shall be notified of the approval or denial of the credit applied for herein by Capital Resources. I certify that the answers to the questions on this application and the information provided in connection therewith (including business and financial information, and that information contained in any attachments hereto) are true and complete. Permission is granted to Capital Resources, and/or its affiliates, to investigate my personal history (including criminal history, Executive Order 13224 and the US PATRIOT Act), business history, employment history, credit history, education and backgrounds, and authorize any school, former employer, reference, or other individual or entity to respond to such inquiries. This permission extends to any entities of which I am a principal or member of. Permission is also granted to provide information about me to Capital Resources, its affiliated companies, financiers, suppliers and professional consultants. I agree to hold harmless any person or entity which provides information to you from any claims, liability, damages or other amounts incurred as a result of doing so. I represent and warrant that neither I, nor any owner, affiliate, partner, director, officer or manger of an entity of which I am a principal or member of, nor any affiliate, parent, child or spouse of any individual applicant and/or guarantor (collectively for this paragraph, "Applicant") supports terrorism, provides money or financial services to terrorists, or is engaged in terrorism, is on the current U.S. government list of organizations that support terrorism, nor has engaged in or been convicted of fraud, corruption, bribery, money laundering, narcotics trafficking or other crimes, and all are eligible under applicable U.S. immigration laws to be in the U.S. and perform contracts in the U.S. Applicant further warrants and represents that applicant is not identified by a government or legal authority as a person with whom Capital Resources would be prohibited from transacting business and that Applicant will notify Capital Resources in writing immediately of the occurrence of any event that renders the foregoing representations and warranties incorrect. I understand and agree that any misrepresentation by me on this application or in the information provided in connection therewith, will result in cancellation of the application and that Capital Resources shall not be held liable in any respect if false statements or omissions made by me in this application or in the information provided in connection therewith are made. If I am approved for the loan requested hereby, I hereby agree to comply with all policies and procedures set forth in the loan documents executed by me in conjunction therewith.

Date: _____ Signature of Applicant: _____

Date: _____ Signature of Joint Applicant: _____
(as applicable)

Individual or Joint Credit

I/We are applying for \$ _____ on _____ with Capital Resources, LLC.
(*\$00.00*) (*MM/DD/YY*)

Please Check or Select Applicable Statement:

- () I am applying for individual credit in my own name and I am relying on my own income and assets and not the income asset of another person. As such, the attachments to this Credit Application reflect my income and assets only.
- () I am applying for individual credit and I am relying on my income or assets, as well as income or assets from other sources.
- () We are applying for joint credit.

Signature (s)

_____ Date _____

In order to ensure timely response to your application, attach the documents listed below and submit along with this fully completed and signed application via facsimile or mail to Capital Resources, LLC.

From the loan applicant:

1. Fully completed and signed credit application (the CR provided form).
2. Fully completed and signed personal financial statement (the CR provided form).
3. A current resume for applicant(s). Please include work history with cities and dates, insurance licenses held, insurance industry honors and community involvement.
4. A copy of the most recent 3 yrs personal federal income tax returns of applicant (with all supporting schedules).
5. If applicant is a corporate entity, a copy of the Articles of Organization/ Incorporation and Operating Agreement/By-laws for entity Borrower.
6. A letter from Allstate approving Applicant to Purchase the Subject Agency

If applicant owns an Allstate agency now:

7. A copy of the most recent 3 yrs of agency federal income tax returns (with all supporting schedules).
 - a. If the most recent December year end tax return in not yet filed, a year end December profit and loss statement statement for the agency/agencies currently owned.
8. A current year to date profit and loss statement (income and expenses) of agency/agencies currently owned.
9. The following ALLSTATE reports:
 - a. A copy of the current Termination Payment Statement (TPP)
 - b. A copy of the most recent year-to-date and last three year end CSR reports.
 - c. A copy of the most recent year-to-date and last three year end CPN (commission notification reports)

From the agency SELLER:

10. A copy of the most recent 3 yrs of agency federal income tax returns (with all supporting schedules).
 - a. If the most recent December year end tax return in not yet filed, a year end December profit and loss statement statement for the agency/agencies currently owned.
11. A current year to date profit and loss statement (income and expenses) of agency/agencies currently owned.
12. The following ALLSTATE reports: (continued on next page)

- a. A copy of the current Termination Payment Statement (TPP)
- b. A copy of the most recent year-to-date and last three year end CSRP reports.
- c. A copy of the most recent year-to-date and last three year end CPN (commission notification reports)

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