



Community & Economic Development

Advancing the Economy, Image and Quality of Life

PERSONAL FINANCIAL STATEMENT

NOTE: If you have completed a personal financial statement for a bank within the last 3 months, you may provide that in lieu of completing this statement.

- This is an application for individual credit in my name only. I will be relying on my own income and assets and not the income/assets of another person as the basis for repayment of the credit requested.
- This is an application for joint credit with another person
- This is an application related to my guaranty of the indebtedness of another person or a corporation/partnership

SECTION 1 – Applicant

Name: _____
 Residence Address: _____
 City, State, Zip: _____
 Position/Job Title: _____
 Business Name: _____
 Business Address: _____
 City, State, Zip: _____
 Phone: _____ Cell: _____
 Email: _____

SECTION 2 – Co-Applicant (Joint Credit)

Name: _____
 Residence Address: _____
 City, State, Zip: _____
 Position/Job Title: _____
 Business Name: _____
 Business Address: _____
 City, State, Zip: _____
 Phone: _____ Cell: _____
 Email: _____

SECTION 3 – Summary Statement of Financial Condition as of _____, 2013

ASSETS	AMOUNT	LIABILITIES	AMOUNT
CASH ON HAND & IN BANKS	\$	NOTES PAYABLE TO BANKS – SECURED	\$
MARKETABLE SECURITIES – SCH A	\$	NOTES PAYABLE TO BANKS – UNSECURED	\$
NON-MARKETABLE SECURITIES – SCH B	\$	DUE TO BROKERS	\$
BROKER HELD SECURITIES	\$	ITEMS PAYABLE TO OTHERS – SECURED	\$
RESTRICTED OR CONTROL STOCKS	\$	ITEMS PAYABLE TO OTHERS – UNSECURED	\$
INTEREST IN REAL ESTATE – SCH C	\$	ACCOUNTS AND BILLS DUE	\$
REAL ESTATE OWNED – SCH D	\$	UNPAID INCOME TAX	\$
LOANS RECEIVABLE	\$	OTHER UNPAID TAXES AND INTEREST	\$
AUTOMOBILES/PERSONAL PROPERTY	\$	REAL ESTATE MORTGAGES – SCH D	\$
CASH VALUE LIFE INSURANCE – SCH E	\$	OTHER DEBTS – ITEMIZED:	\$
OTHER ASSETS – ITEMIZED:	\$		\$
	\$		\$
	\$		\$
RETIREMENT ACCOUNTS	\$	TOTAL LIABILITIES	\$
TOTAL ASSETS	\$	NET WORTH (TOTAL ASSETS MINUS TOTAL LIABILITIES)	\$

SECTION 4 – Income and Liabilities

Sources of income for year ended _____, 2012		PERSONAL INFORMATION	
Salary, bonuses, & commissions	\$	Do you have a will?	If yes, name executor:
Dividends	\$		
Real estate income	\$	Are you a partner or officer in any other venture? If so, describe:	
Other income: (alimony, child support, or separate maintenance income need not be revealed if you do not wish to have it considered as a basis for repaying this obligation)			
	\$	Are you obligated to pay alimony, child support, or separate maintenance payments? If so, describe:	
	\$		
Total	\$	Are any assets pledged other than as described on schedules? If so, describe:	
CONTINGENT LIABILITIES			
Do you have any contingent liabilities? If so, describe:		Income tax settled through (date):	
As Endorser, Co-Maker, of Guarantor?	\$	Are you a defendant in any suits or legal actions?	
On leases or contracts?	\$	Name of bank holding personal accounts:	
Legal Claims	\$	Have you ever declared bankruptcy? If so, describe:	
Other Special Debt	\$		
Amount of Contested Income Tax Liens	\$		

Complete the following schedules if applicable. Attach additional pages if necessary.

SCHEDULE A – Marketable Securities

# of Shares/Bonds	Description	In Name Of	Pledged?	Market Value

SCHEDULE B – Non-Marketable Securities

# Shares	Description	In Name Of	Source of Value	Market Value
				\$
				\$
				\$

SCHEDULE C – Partial Interests in Real Estate Equities

Address/Type of Property	Title in Name of	% Ownership	Date Acquired	Market Value	Mortgage Amount
		%		\$	\$
		%		\$	\$
		%		\$	\$

SCHEDULE D – Real Estate Owned

Address/Type of Property	Title in Name of	Date Acquired	Market Value	Mortgage Amount
			\$	\$
			\$	\$
			\$	\$

SCHEDULE E – Life Insurance Carried

Insurance Company	Policy Owner	Beneficiary	Pledged?	Face Value	Cash Value
				\$	\$
				\$	\$
				\$	\$

SCHEDULE F – Banks of Finance Companies Where Credit has been Obtained

Name of Lender	Credit in the Name of:	Secured or Unsecured?	Original Date	Current Balance
				\$
				\$
				\$

ACKNOWLEDGMENT

The information contained in this statement is provided for the purpose of obtaining financial assistance through a City of Hagerstown loan program on behalf of the undersigned, or persons, firms, or corporations in whose behalf the undersigned may either severally or jointly with others, execute a guaranty. Each undersigned understands that the City of Hagerstown is relying on the information provided herein in deciding to extend credit. Each undersigned represents and warrants that the information provided is true and complete and that the City may consider this statement as continuing to be true and complete unless a written notice of change is given by the undersigned. This personal financial statement and any other financial or other information provided shall be the property of the City of Hagerstown. Authorization is hereby give to the City of Hagerstown to make all inquiries deemed necessary to verify the accuracy of the statements made herein and to determine credit-worthiness.

Applicant Signature: _____ **Date:** _____

SSN: _____ **Date of Birth** _____

Co-Applicant Signature: _____ **Date:** _____

SSN: _____ **Date of Birth** _____

Please return to the Department of Community & Economic Development:

DCED
14 N. Potomac St., Ste. 200 A
Hagerstown, MD 21740
301-739.8577 Ext. 111
Fax 301-739-3117
dced@hagerstownmd.org