

## Curtis Lumber Co., Inc. Credit Department

### **Curtis Lumber Co., Inc. Homeowner Application Information IMPORTANT—PLEASE READ**

This form is designed to help you fill out your application and submit the necessary documents.

#### **New Construction**

##### ***~The Application***

Complete the following areas. Please make sure that all of the information requested is given.

The application and or co-applicant sections.

- All parties on your loan documentation must be included on our application.

The Bank section.

- Include your account numbers.

On the back of the application, you may skip the section that asks for a list of primary suppliers. However, all other information requested must be supplied.

All parties listed in the Applicant and Co-Applicants sections must sign the back of the application. ***An application that is missing the required signatures cannot be processed.***

##### ***~Required Documentation***

Your completed application must be accompanied by the following documents:

If your Construction Loan has not closed:

- Your signed and unexpired commitment letter and a draw schedule from the bank.\*\*

If your Construction Loan has closed:

- Provide us with a copy of your building loan agreement and draw schedule\*\*

A completed [Lending Institution Release Form](#), if you are taking out a loan to build your home. This is a Curtis Lumber Co., Inc. form allows us to contact your bank to check on the status of the funds being released from

your construction loan. ***The form must be signed by each person who signed the application.***

***\*\* If you are using your own funds to pay for construction, you must provide us with a bank reference that will show that you have sufficient funds to finance the construction.***

## **Additions and Remodeling**

### ***~The Application***

Complete the following areas. Please make sure that all of the information requested is given.

The application and or co-applicant sections.

- Use one or both of these sections to list all of the persons that are listed as property owners.

The Bank section.

- Include your account numbers.

On the back of the application, you may skip the section that asks for a list of primary suppliers. However, all other information requested must be supplied.

All parties listed in the Applicant and Co-Applicants sections must sign the back of the application. ***An application that is missing the required signatures cannot be processed.***

### ***~Required Documentation***

Your completed application must be accompanied by the following documents:

***You must provide documentation that shows you have the funding available to finance your project.***

**Please Note: All homeowner accounts are setup with a decreasing credit limit. Please read about our [Decreasing Credit Limit](#) so you understand the terms under which our homeowner accounts operate.**

***Please FAX or mail the completed credit application and required  
documentation to our Credit Experts at:***

***Curtis Lumber Co., Inc.  
Attn: Credit Department  
885 Rt. 67  
Ballston Spa, NY 12020***

***FAX: 518-885-0114  
Ph: 518-885-5311***



# CURTIS LUMBER CO. INC. CREDIT APPLICATION AND AGREEMENT

ALL APPLICABLE INFORMATION MUST BE INCLUDED OR APPLICATION CANNOT BE CONSIDERED.

check one  New Account  
 Credit Increase  
 Update

Business Account  Homeowner New Construction  Personal  Charitable  Government

Branch Location: \_\_\_\_\_ Salesperson's Name: \_\_\_\_\_ Salesperson's #: \_\_\_\_\_

Applicant's Full Legal Firm Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Business Address \_\_\_\_\_ Years Under This Name \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_

Tax Exempt  Yes  No If Yes, Please Provide Completed Form Fax ( ) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Send Invoices To \_\_\_\_\_

Are You? Please Check One:  Sole Proprietorship  Partnership  Corp.  LLC/LLP  Other

Doing Business As \_\_\_\_\_ Date Filed \_\_\_\_\_

Federal Tax Identification Number (FEIN) \_\_\_\_\_ Type of Business \_\_\_\_\_

Date and State Incorporated: \_\_\_\_\_

Attorney's Name and Address \_\_\_\_\_

Accountant's Name and Address \_\_\_\_\_

Applicant			Co-Applicant		
Name _____		Date of Birth _____	Name _____		Date of Birth _____
Present Address _____		No. Years _____ <input type="checkbox"/> Own <input type="checkbox"/> Rent	Present Address _____		No. Years _____ <input type="checkbox"/> Own <input type="checkbox"/> Rent
Street _____			Street _____		
City/State/Zip _____			City/State/Zip _____		
Social Security Number _____			Social Security Number _____		
Former Address if less than 2 years at present address			Former Address if less than 2 years at present address		
Street _____			Street _____		
City/State/Zip _____			City/State/Zip _____		
Years at former address _____		<input type="checkbox"/> Own <input type="checkbox"/> Rent	Years at former address _____		<input type="checkbox"/> Own <input type="checkbox"/> Rent
Home Phone _____	Home Fax _____	Home E-Mail Address _____	Home Phone _____	Home Fax _____	Home E-Mail Address _____
Name and Address of Employer _____		Years on this job _____ Years employed in this line of work or profession _____	Name and Address of Employer _____		Years on this job _____ Years employed in this line of work or profession _____
Employer's Phone ( ) _____		<input type="checkbox"/> Self employed	Employer's Phone ( ) _____		<input type="checkbox"/> Self employed
Position/Title _____	Type of Business _____		Position/Title _____	Type of Business _____	

Gross Income			
From	Applicant	Co-Applicant	Total
Annual Income	\$ _____	\$ _____	\$ _____
Net Rental Income (If yes, rental property location) Street _____ City/State _____			
*Other (Before completing, see notice under Describe Other Income below.)			
<b>Total +</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>

Describe Other Income			
B – Applicant	C – Co-Applicant	Notice: *Alimony, child support, or separate maintenance income need not be revealed if the Applicant or Co-Applicant does not choose to have it considered as a basis for repaying this account.	Monthly Amount
			\$ _____

**Curtis Lumber Credit Application (Continued)**

Bank Name (Checking) \_\_\_\_\_ Acct. No. \_\_\_\_\_  
 Bank Address/Branch \_\_\_\_\_ Phone No. \_\_\_\_\_  
 Bank Name (Savings) \_\_\_\_\_ Acct. No. \_\_\_\_\_  
 Bank Address/Branch \_\_\_\_\_ Phone No. \_\_\_\_\_

**\* REFERENCES \***

Mortgage Holder/Landlord Name \_\_\_\_\_ Monthly Mtg./Rent Payment \_\_\_\_\_  
 Mortgage Holder/Landlord Address \_\_\_\_\_ Acct. No. \_\_\_\_\_  
 On Property Located At \_\_\_\_\_

**Other Firms Which Are Your Primary Suppliers on Open Credit**

Creditor's Name	Address	Phone
1. _____	_____	( ) _____
2. _____	_____	( ) _____
3. _____	_____	( ) _____
4. _____	_____	( ) _____
5. _____	_____	( ) _____

Are there any judgments or any legal proceedings pending or threatened?  Yes  No

Explain: \_\_\_\_\_

Any checks issued within the past six months which were not paid due to insufficient funds for any reason?  Yes  No

Explain: \_\_\_\_\_

Have you ever done business with Curtis Lumber before?  Yes  No Which branch? \_\_\_\_\_

Under what name \_\_\_\_\_  Open Credit  Cash/Check

Initial maximum credit amount being applied for: \$ \_\_\_\_\_

**Initial Maximum Credit Limit:** The initial maximum credit limit is stated in this agreement. At our sole discretion, we may make adjustments to your maximum credit limit at any time. Said adjustments will become effective immediately. If charges issued exceed your maximum credit limit in effect, we may demand that the difference be paid to us on demand. You shall remain responsible for the total charges issued notwithstanding the fact that you may have exceeded your credit limit.

**Guarantee:** Guarantor unconditionally guarantees all past, present and future indebtedness owed to Curtis Lumber Co. Inc. Signing this agreement in a corporate capacity shall not relieve the guarantor of individual liability. This guarantee shall not be terminated without prior written notice sent by certified mail to Curtis Lumber Co. Inc. If in the future we agree to "release" your guarantee you will still be liable for all debt owed as of the date of release.

I agree to pay my account balance in full upon receipt of the monthly statement. Any balance left unpaid at the end of the month will be considered overdue and I agree to pay 1 1/2% per month late fee on the unpaid balance. This Agreement does not create a line of credit. By signing below, I ask that an account be opened for me.

You acknowledge and agree that all information provided in or in connection with this Credit Application and Agreement ("Agreement") is true and correct as of the date submitted; that you are responsible for any loss or damage we incur due to reliance upon any misrepresentation or inaccuracy you have made; that we are authorized to verify and reverify any information contained in the Agreement either directly by contacting any named reference or source or by using a third party such as a credit reporting agency; that we may request a credit report on you (including any individual owner or officer of borrower or guarantor); and if you ask we will tell you whether a credit report was ordered and if so, the name and address of the consumer reporting agency that furnished the report. Without prior notice we may order subsequent credit reports or contact any source or reference to update, renew or extend the terms of your credit with us.

(The undersigned hereby knowingly consents to the use of such credit report consistent with the Federal Fair Credit Reporting Act as contained in 15 U.S.C. @1681 et seq.)

**Events of Default:** If you fail to pay any monies owed to us by the due date, exceed your maximum credit limit, declare bankruptcy or fail to keep any of the promises or representations made to us in conjunction with this Agreement you will be deemed to be in "default" and we may close your account and require that you pay the outstanding balance at once. **Costs:** You agree to reimburse us for all costs, including reasonable attorney's fees, that we incur in collecting money you owe us or enforcing/defending the terms of this Agreement.

**Notice of Changes:** You will immediately notify us of any change in the financial status of borrower or guarantor and/or of any change in the ownership of a non-personal borrower or guarantor.

**Notice:** 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 that the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal Agency that administers compliance with this law concerning this creditor is the Federal Trade Commission, Equal Credit Opportunity, Washington, D.C. 20580.

I/WE PERSONALLY GUARANTEE PAYMENT IN FULL INCLUDING ALL FINANCE CHARGES, COSTS OF COLLECTION AND REASONABLE ATTORNEY'S FEES INCURRED AS SPECIFIED ABOVE, AND WAIVE ANY PRESENTMENT, DEMAND, PROTEST, OR ANY OTHER NOTICE REGARDING THIS GUARANTEE OF PAYMENT.

Curtis Lumber retains the right to terminate this agreement at any time and CLOSE the account(s) without prior notice and at our sole discretion.

Signature of Personal Guarantor(s):  
 Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Persons who can use your account \_\_\_\_\_

**- For Office Use Only -**

Approved \_\_\_\_\_ Date \_\_\_\_\_ Limit \_\_\_\_\_ Acct Class \_\_\_\_\_ O.R. \_\_\_\_\_

Comments/Notes \_\_\_\_\_



885 Rt. 67 • Ballston Spa, NY 12020 • 1-800-724-9663

## Lending Institution Release Form

**! This Form Cannot Be Returned By E-Mail !**

**Please Print**

**ALL PARTIES LISTED ON YOUR LOAN DOCUMENTS MUST SIGN THIS FORM!**

Homeowner's Name:

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Homeowner's Name:

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Homeowner's Address:  
(Your current address)

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Homeowner's Phone Number:

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I (we) give my (our) permission for Curtis Lumber Co., Inc. to speak with representatives of my (our) Lending Institution in all matters referring to my (our) construction loan on property located at:

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(Please list the address where your home is being built)

X \_\_\_\_\_ Date: \_\_\_\_\_

X \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN THIS FORM WITH YOUR APPLICATION AND LOAN DOCUMENTATION.**



885 Rt. 67 • Ballston Spa, NY 12020 • 518-885-5311

## Decreasing Credit Limit

A decreasing credit limit is different from the type of credit limit usually granted to charge customers. Your account has been established for new construction and is paid from the draws you receive from your construction loan. How much of that money will be needed to pay for materials, purchased at Curtis Lumber, is based on the materials estimate provided by your Curtis Lumber Sales Representative. This estimate becomes the total amount of your credit limit. ***Keep in mind, when a draw is received, you are expected to pay for materials purchased under that draw.***

As you purchase materials from Curtis Lumber, the amount you spend will be used to reduce your credit limit. For example, if your limit is initially set at \$10,000 today and you charge \$2,000 tomorrow, your credit limit after that purchase will be \$8,000.

Since your limit is based on an estimate, it is possible that you may need to spend more than the limit allows for. If this is the case your account will need to be reviewed by the Credit Department to determine whether or not an increase in your limit can be approved.

You should also remember that if your bill is not paid by the end of each month, a late charge of 1.5% will be applied to your balance. We can not provide "interest free" financing if payments are not received within terms.

**Important:** Any communications regarding your account must be directed to the Credit Department. Contact the Credit Department immediately if a problem arises that will cause delay in payment to your account. You can reach us by phone by calling 518-885-5311.