



Business Applicant Complete A-D
Individual Applicant Complete C-E

Salesperson: _____

NET END OF MONTH CREDIT APPLICATION

SECTION A

BUSINESS INFORMATION

Legal Business Name:

Business Type: ☐ Corporation ☐ Sole Proprietorship ☐ Partnership ☐ Non-Profit ☐ LLC ☐ Government Agency ☐ Individual

Date Established: P.O Required: YES or NO (Please Circle) Tax Exempt: ☐ YES or ☐ NO (if yes, attach certificate)

Mailing Address:

City: State: ZIP Code:

A/P Contact: Phone: Email:

Company Owner(s): Title:

Company Owner(s): Title:

Company Owner(s): Title:

SECTION B

CREDIT REFERENCES (MINIMUM OF THREE)

Name: Phone: Email:

Name: Phone: Email:

Name: Phone: Email:

SECTION C

ADDITIONAL INFORMATION

ESTIMATED MONTHLY PURCHASE AMOUNT:

WOULD YOU LIKE INVOICES and STATEMENTS EMAILED? ☐ YES ☐ NO Email:

SECTION D

APPLICANT INFORMATION

Name: SSN:

Email: Telephone: Cell Phone:

Mailing Address:

City: State: ZIP Code:

Street Address:

City: State: ZIP Code:

SECTION E

EMPLOYMENT INFORMATION

Current Employer:

Position: How Long: Monthly Net Income:

CO-APPLICANT INFORMATION, IF FOR A JOINT ACCOUNT

Name: SSN:

Email: Telephone: Cell Phone:

Mailing Address:

City: State: ZIP Code:

CO-APPLICANT EMPLOYMENT INFORMATION

Current Employer:

Position: How Long: Monthly Net Income:

Preferred Location: ☐ Moneta ☐ Roanoke ☐ Troutville ☐ Altavista

PERSONAL GUARANTEE AND PAYMENT PROVISIONS

- In Consideration of credit being extended by Capps Home Building Center Inc to me/us/it, I and/or we certify the truthfulness and veracity of the statements appearing on this document, and any financial information submitted, and I and/or we guarantee and bind ourselves to the faithful payment of all amounts purchased in the future or now owing, by us or either of us, or any persons, firm or Corporation for our benefit and further, I and/or we bind ourselves to the terms and provisions of payments as hereinafter provided. In addition to the personal guaranty hereinafter provided, if credit is extended to said entity in which we, or either of us, or I am an officer, or in which an interest exists, I and/or we will personally faithfully guarantee the payment of all credit extended to said entity. Any change in the name, location, personnel, composition, type or form of organization or financial structure of applicant shall not serve to release guarantor(s) from its liability to seller.
- In order to induce Capps Home Building Center Inc to extend credit to the credit applicant, the Guarantor(s) do(es) unconditionally guarantee to Capps Home Building Center Inc the payment, not merely the collection, of all indebtedness of the credit applicant to Capps Home Building Center, whether existing on the date of document or incurred after such date, and without limitation, the indebtedness includes collections costs and attorney's fees as provided herein and is subject to the terms and conditions herein.
- In the event this account is placed in the hands of a collection agency or an attorney to collect same or any portion thereof, in addition to the amounts owed hereunder, I and/or we agree and promise to pay reasonable collection and attorney's fees. In the event any action is instituted to enforce the terms of this application, the applicant freely, voluntarily, and knowingly agrees that Franklin County, Virginia shall be the proper venue for any suit or action to collect the debt.
- Terms are NET END OF MONTH. Statements are generated on or about the 1ST of each month. All outstanding balance is due in full by the last day of the month statements are generated. A FINANCE CHARGE OF 3% (ANNUAL PERCENTAGE RATE OF 36%) PER MONTH WILL BE ASSESSED FOR ALL OUTSTANDING BALANCES PER JOB/ACCOUNT NOT PAID BY THE DUE DATE, MINIMUM OF \$1.00 FINANCE CHARGE. In conformity with V.A. Gen. Stat. 631-330.54, the aforementioned rate also applies after judgment.
- The undersigned acknowledges that Capps Home Building Center Inc may change the terms and conditions set forth herein by sending written notification to the undersigned, at the address referenced herein, and that the changes will be part of the Agreement unless the undersigned notifies Capps Home Building Center in writing of any objections to said changes within 10 days of the mailing. Capps Home Building Center reserves the right to revoke the extension of credit to applicant at any time.
- Purchases and/or deliveries are herewith authorized to be made without signature. Buyer shall have an agent on the job site to sign for all materials. In case of absence, seller may, at its option, deliver the same. It is agreed that all invoices and delivery tickets, whether signed or not shall be deemed true and accurate unless alleged discrepancies are reported in writing to Capps Home Building Center Inc, 13700 Booker T. Washington Hwy, Moneta, VA 24121 within 10 days of statement due date.
- Credit applicant agrees that all sales and deliveries as to any individual are, for mechanic's lien purposes, all deemed to be part of a single contract to supply all requested materials for said lot. Each delivery and invoice on each lot is not to be deemed a separate contract for purpose of complying with the Virginia mechanic's lien statutes. The purpose of this agreement and understanding is to avoid the necessity of Capps Home Building Center having to file multiple mechanics' liens in the future in the event each invoice was deemed to be a separate contract.
- Capps Home Building Center Inc is authorized to investigate credit applicants and guarantors credit records and report to proper persons and credit bureaus credit applicant's performance of this Agreement. Purchase of materials will indicate the acceptance of Capps Home Building Center Inc credit terms as provided herein and credit application and each guarantor shall be bound by said terms in each invoice.
- If this document is signed by more than one party, each shall be jointly and severally liable hereunder. This guarantee is a continuous guarantee and may be terminated by the guarantor(s) only by written notice sent certified mail, return receipt requested, to Capps Home Building Center Inc and shall be continuing and unconditional as to all indebtedness prior to the receipt of such notice by Capps Home Building Center Inc. This guarantee shall not be discharged or affected by the death of any party, but shall be binding upon the respective heirs, executors, administrators, successors and assigns of all parties hereto. The undersigned hereby waives the benefit of the Homestead Exemption as to any obligations.
- The undersigned Credit Applicant(s) and Guarantor(s) authorize Capps Home Building Center Inc to make whatever inquiries necessary in connection with this credit application including but not limited to obtaining a consumer credit report for evaluation of extending credit. Credit Applicant(s) and Guarantor(s) hereby consent to and authorize the use of consumer credit report Capps Home Building Center, from time to time, as may be needed in the credit evaluation process. I hereby authorize my bank, suppliers, and/or subcontractors to release information to Capps Home Building Center regarding my account(s).
- **NOTICE TO BUYER:** DO NOT SIGN THIS AGREEMENT BEFORE YOU READ or if it contains any blank spaces. You are entitled to a copy of the agreement you sign.

Applicant or Owner/Officer

Date

Co-Applicant or Owner/Officer

Date

Please provide the names and phone numbers of anyone authorized to charge on your account.

PLEASE NOTE: It is the responsibility of the account holder to communicate with the credit office regarding any changes to the above list.

FOR OFFICE USE ONLY

☐ APPROVED ☐ DENIED DATE _____ PROCESSED BY _____ SCORE _____

ACCOUNT # _____ CREDIT LIMIT _____ CATEGORY _____ TERMS _____