

**State of South Carolina
Board of Financial Institutions
Office of the Commissioner of Banking**

BRANCH RELOCATION APPLICATION

FINANCIAL INSTITUTION INFORMATION:

Name of Institution		
Headquarters Address		
City	State	Zip Code
Contact Person, Title	Email Address	Phone Number
Address		
City	State	Zip Code

BRANCH INFORMATION:

Street Address			
City	State	Zip Code	
Reason for Relocation			
Address of New Property			
City	State	Zip Code	<input type="checkbox"/> Leased <input type="checkbox"/> Owned
Distance Between the Two Locations	Deposits in Branch to be Relocated	Anticipated Date of Relocation	
Property Purchase Price or Lease Cost	Size of Lot	Square Footage of Building	<input type="checkbox"/> New Structure <input type="checkbox"/> Existing Structure
Additional Cost of Relocation (include furniture and fixtures, renovation costs, moving, etc.)			
Does the Lease or Sale and/or Construction of the Proposed New Site Involve an Insider (a director, officer, or shareholder who directly or indirectly controls 5 percent or more of any class of the applicant's outstanding voting stock)?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, describe the connection the bank has with the current owner of the property and/or contractor: _____			

Please attach the following, if applicable:

- **A copy of the fully executed option to purchase the property or a fully executed copy of the proposed lease agreement**
- **If an insider is involved in the transaction, attach comparable sale, rental and/or construction information to support the cost to the bank.**

Officer's Signature

Date