

**Promissory Notes Template**

Lender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Lender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place Where Payments are to be Made: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Borrowed (Principal): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Annual Rate of Interest: \_\_\_\_\_\_\_\_\_\_\_\_ percent

Maturity Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_

Monthly Payment: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Monthly Payment is Due: the \_\_\_\_\_\_\_\_\_\_\_\_ day of the month

Beginning Date of Payments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_

Borrower’s Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Borrower’s Promise to Pay.**

In return for a loan that I have received, I promise to pay the amount of the principal, plus interest, to the Lender. I will make all payments in the form of cash, check or money order. I understand that Lender may transfer this Note. Lender or anyone who takes this Note by transfer and who is entitled to receive payments under this Note is called the “Note Holder.”

1. **Interest.**

Interest will be charged on unpaid Principal until the full amount of Principal has been paid. I will pay interest at a yearly rate shown above. The interest rate will be the same both before and after any default described in this Note.

1. **Payments.**

My monthly payment will be in the amount shown above. I will pay Principal and interest by making a payment every month. I will make my monthly payment on the day shown above for each month beginning on the date shown above. I will make these payments every month until I have paid all of the principal and interest and any other charges described below that I may owe under this Note. Each monthly payment will be applied as of its scheduled due date and will be applied to interest before Principal. If, on the Maturity Date, I still owe amounts under this Note, I will pay those in

amounts full on that date. I will make my monthly payments at the place shown above or at a

different place if required by the Note Holder.

1. **Borrower’s Right to Prepay.**

I have the right to make payments of Principal at any time before they are due. A payment of Principal only is known as a “Prepayment.” When I make a Prepayment, I will tell the Note Holder in writing that I am doing so. I may not designate a payment as a Prepayment if I have not made all the monthly payments due under the Note. I may make a full Prepayment or partial Prepayments without paying any Prepayment charge. The Note Holder will use my Prepayments to reduce the amount of Principal that I owe under this Note. However, the Note Holder may apply my Prepayment to the accrued and unpaid interest on the Prepayment amount, before applying my Prepayment to reduce the principal amount of the Note. If I make a partial Prepayment, there will be no changes in the due date or in the amount of my monthly payment unless the Note Holder agrees in writing to those changes.

**5. Borrower's Failure to Pay as Required.**

1. **Late Charges for Overdue Payments.**

If the Note Holder has not received the full amount of any monthly payment by the end of 15 calendar days after the date it is due, I will pay a late charge to the Note Holder. The amount of the charge will be 5.0% of my overdue payment of Principal and interest. I will pay this late charge promptly but only once on each late payment.

1. **Default.**

If I do not pay the full amount of each monthly payment on the date it is due, I will be in default.

1. **Notice of Default.**

If I am in default, the Note Holder may send me a written notice telling me that if I do not pay the overdue amount by a certain date, the Note Holder may require me to pay immediately the full amount of Principal which has not been paid and all the interest that I owe on that amount. That date must be at least 30 days after the date on which the notice is mailed to me or delivered by other means.

1. **No Waiver by Note Holder.**

Even if, at a time when I am in default, the Note Holder does not require me to pay immediately in full as described above, the Note Holder will still have the right to do so if I am in default at a later time.

1. **Payment of Note Holder's Costs and Expenses.**

If the Note Holder has required me to pay immediately in full as described above, the Note Holder will have the right to be paid back by me for all of its costs and expenses in enforcing this Note to the extent not prohibited by applicable law. Those expenses include, for example, reasonable attorneys’ fees.

1. **Giving of Notices.**

Unless applicable law requires a different method, any notice that must be given to me under this Note will be given by delivering it or by mailing it by first class mail to me at the address shown above or at a different address if I give the Note Holder a notice of my different address. Any notice that must be given to the Note Holder under this Note will be given by delivering it or by mailing it by first class mail to the Note Holder at the address stated above or at a different address if I am given a notice of that different address by first class mail sent to me in accord with this Note.

1. **Obligations of Persons under This Note.**

If more than one person signs this Note, each person is fully and personally obligated to keep all of the promises made in this Note, including the promise to pay the full amount owed. Any person who is a guarantor, surety or endorser of this Note is also obligated to do these things. Any person who takes over these obligations, including the obligations of a guarantor, surety or endorser of this Note, is also obligated to keep all of the promises made in this Note. The Note Holder may enforce its rights under this Note against each person individually or against all of us together. This means that anyone of us may be required to pay all of the amounts owed under this Note.

1. **Waivers.**

I and any other person who has obligations under this Note waive the rights to require the Note Holder to demand payment of amounts due and to require the Note Holder to give notice to other persons that amounts due have not been paid.