

Please provide us with the following information so we may process your loan request:

**BUSINESS LOAN CHECKLIST**

**Borrower:** \_\_\_\_\_

- 1. Company's Year-end financial statements (Balance Sheet and Profit and Loss Statement) for the past THREE YEARS.
- 2. Company's Tax Returns for the last THREE YEARS, with all schedules.
- 3. Company's most recent interim financial statements (Balance Sheet and Profit and Loss Statement).
- 4. When loan request exceeds \$50,000, completed Individual Financial Statement(s) on each Owner/Guarantor with Real Estate Schedule and appropriate asset verification, e.g. copies of bank/brokerage statements.
- 5. Complete PERSONAL Income Tax Returns for the last THREE years for each Owner/Guarantor, including all schedules and K-1's, if applicable.
- 6. Articles of Incorporation, Partnership Agreement, Fictitious Business Name Filing, or Articles of Organization, as applicable.
- 7. Purchase Invoice for vehicle, machinery, or equipment.
- 8. Current Accounts Receivable and Accounts Payable agings (for line of credit).
- 9. Complete list of debts of borrower, including terms, payment amounts, interest rate and maturity dates.

***For Real Estate loans include the following:***

- 10. Copies of leases and current rent roll (*if applicable*).
- 11. Loan Pay-off Information (*if applicable*).
- 12. Escrow Instructions and Sales Agreement (*if applicable*).