

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

**COMMERCIAL LOAN CHECKLIST FOR NON-PROFITS**

FROM:

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

- Year-end financial statements for Borrower (Company) for the past THREE YEARS. CPA AUDITED PREFERRED.
- Company's Tax Returns (FORM 990) for the last THREE YEARS.
- Company's most recent interim financial statements (Balance Sheet and Revenue/Expense)
- Provide Background/History of the agency. Include a biography on the main principals.
- Copies of all Contracts for sources of funding with a Budget Summary for the current Fiscal year period.
- Articles of Incorporation, Partnership Agreement, Business License, Fictitious Name Filing, or Articles of Organization for a Limited Liability Company.
- Copy of Board Resolution to Borrow the Funds.
- Current Accounts Receivable and Accounts Payable aging
- Complete list of debts of borrower, including terms, payment amounts, interest rate and maturity dates.  
Business  
Plan

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

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