

LOAN APPLICATION CHECKLIST

Transaction Information

- BREIF DESCRIPTION – project description of transaction
- APPLICATION - answer all questions as completely as possible

Corporate Information

- BUSINESS FINANCIAL STATEMENTS - Balance sheet and income statement for last three complete fiscal years (If Audited – Tax Returns NOT required)
- INTERIM BUSINESS FINANCIAL STATEMENTS - for period from end of last complete fiscal year to within 60 days of submission of package
- BUSINESS TAX RETURNS - Corporate Income tax returns for most recent three years (If Audited Financial Statements are provided – Tax Returns NOT required)
- Signed IRS Verification Form 4506
- BUSINESS DEBT SCHEDULE – same date as interim statement
- ACCOUNTS RECIEVABLE / PAYABLE AGING - include customer and job billing information
- BANKING INFORMATION - current information about where your company banks, names of all contacts, addresses, phone numbers, account numbers for both deposit and loan accounts, letters of reference from primary bank, copies of bank statements for last three months
- CREDIT REFERENCE INFORMATION – three trade references
- CORPORATE HISTORY - one page describing time in business, ownership, key personnel, mergers, acquisitions, etc.
- BUSINESS PLAN - description of business and how loan will be repaid

Guarantor / Personal Information

- PLEASE PROVIDE A BREAKDOWN OF CORPORATE OWNERSHIP
- PERSONAL FINANCIAL STATEMENTS - for the principles in the business, balance sheet - listing all assets and liabilities within 90 days of application
- PERSONAL TAX RETURNS - for the principles in the business, Income tax returns (complete with all schedules) for most recent three years. If not filed for current year, timely extension required.
- SIGNED CREDIT AUTHORIZATION – for all principles