

CONVENTIONAL / SBA LOAN APPLICATION BUSINESS LOAN APPLICATION CHECKLIST

Please use this checklist as a guide to the documentation necessary to complete the processing of your business loan. If certain items are not readily available, please forward as much as possible and identify which items are to follow.

NOTE: Personal Forms/Information must be provided for each owner holding 20% or more of applicant business.

Complete and Sign the attached forms:

- Credit Check Authorization. Must be signed and dated by each Borrower/Guarantor
- Conventional / SBA Loan Application
- Business Projected Profit / Loss Statement with Assumptions to Projections
- Business Debt Schedule
- History of Business
- Personal Financial Statements on all Borrowers/Guarantors (dated within 60 days)
- Personal Budget / Cash Flow Statement
- IRS Form 4506 (one for each business and each borrower/guarantor)
- Resumes on each Borrower, Guarantor and Key Management Personnel

In addition, please provide the following:

- Accountant-Prepared Business Financial Statements (Profit & Loss, Balance Sheet)
- Business Federal Tax Returns for the past three fiscal years
- Interim Financial Statements within the past 60 days (if available)
- Affiliate Information. Interim income statement, balance sheet, debt schedule and past 3 years Federal Tax Returns. If you own 20% or more of any other business; that business is considered to be an affiliate.
- Personal Federal Tax Returns (for last 3 years) on all Borrowers/Guarantors
- Copies of Driver's Licenses and evidence of citizenship/residency for all principals

Legal Entity Documents:

- Sole Proprietorship: Copy of Fictitious Business Name Statement and Business License
- Corporation: Articles of Incorporation and Bylaws
- Partnerships (General or Limited): Partnership Agreement (with all exhibits)
- Limited Liability Company: Articles of Organization (LLC-1) and Operating Agreement
- Trust: Certification of Trust and copy of pages reflecting the name of the Trust, the names of the Trustees and their powers and the executed signature page.

Miscellaneous (as applicable):

- Executed Copy of Purchase Agreement and Escrow Instructions for purchase (if applicable).
- Copy of Preliminary Title Report (for purchase only). If available.
- Proof of Capital Injection (if applicable)
- Certificate of Trust (if applicable)
- Business Plan (for new business only)
- Copy of Current lease or proposed lease on Facility to be occupied
- Copy of Contract/Bid for work to be completed by Contractor; Construction Budget/Plans and Specifications