



Business Loan Checklist

Please provide us with the following information so we can complete your loan request:

Borrower: _____

- Year-end financial statements for Borrower (3 most recent years)
- Tax Returns for Borrower (last three years), including K-1s
- Most recent interim financial statement subsequent to last fiscal year-end
- Completed Personal Financial Statement(s) on each Principal Borrower/Guarantor) with Real Estate Schedule when applicable, and appropriate asset verification, e.g. Bank/brokerage statements
- Complete Federal Tax Returns for the last three years for each Guarantor, including all schedules and K-1's if applicable
- Articles of Incorporation, Partnership Agreement (listing all Partners and if applicable General Partners), Business License, Fictitious Name Filing, or Articles of Organization and list of members (LLC)
- Purchase Invoice if for Vehicle, machinery, or Equipment
- Current Accounts Receivable and Accounts Payable aging if loan over \$50,000
- Complete list of debts of borrower, including terms, payment amounts, interest rate and maturity dates

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)