



## Loan Application Checklist

### I. Loan Application

- Loan Application
- Brief description of proposed project to include statement of job creation/retention

### II. Business Financial Documents

- 3 Year Federal Tax Returns
- Interim Financial Statements (Year to Date)
- Business Debt Schedule (Form Attached)

### III. Personal Documents

- Personal Financial Statement (Form Provided)
- 3 Years Personal Federal Tax Returns for owners with 20% or more ownership in applicant business
- Management Resume (Each Owner) (Form Provided)
- Affiliate Information
  - 3 Year Tax Returns
  - Interim Financial Statement
  - Debt Schedule

### IV. Additional Documentation (As Applicable)

- Copy of Sales and Purchase Agreements
- Copy of Warranty Deed and Survey (real estate transactions)
- Environmental Questionnaire
- Real estate transactions - from lenders, borrowers, or agents
- Contractor bid/estimates
- Quotes/sales agreements for purchase of equipment / machinery
- Business History
- Business Plan & Projections (If Applicable) (Template Provided)
- Formation Documents
- Franchise Agreements
- Copy of proposed or existing leases
- Participating lender letter
- Insurance information
- Statements concerning source of equity