Commercial Loan Application Checklist

All requests will generally require the following items:

- Three years of financial information for borrower(s) (tax returns and/or financial statements)
- Most recent interim financial statement with comparable period for the prior year
- Current signed personal financial statements for all owners, preferably on bank's form
- Previous two years individual tax returns for all owners complete with all schedules
- Loan request information including amount of request preferred term/amortization and sources/uses of funds

---

Certain requests will also require the following (see your lender to determine is additional information is required):

- Three years projections, including balance sheets, income statements, base (opening) balance sheet information and assumptions
- Accounts receivable aging by customer name. Also including current lender's most recent borrowing base report if applicable. Account payable aging by vendor name.
- Inventory description and summary by category
- Machinery and equipment appraisals and/or lists
- Where real estate is pledged as collateral, a legal description or property, survey, appraisal and EPA report may be required
- Business plan information provides a brief overview of the company's history, a list of officers including backgrounds, a list of owners showing percentages of ownership, brochures and/or product information, industry statistics
- Feasibility studies for new businesses or products (if applicable)
- Copy of signed purchase agreement (if applicable)
- Detail of any litigation, bankruptcy, environmental or product liability (if applicable)
