# Member Business Loan Application Checklist

| 1 | 2 | 3 | **Business Financial Information:** |
|---|---|---|---|
| ☐ | ☐ | ☐ | *Business Loan Application (form enclosed)* |
| ☐ | ☐ | ☐ | *Interim Financial Statement for most recent period* |
| ☐ | ☐ | ☐ | *Financial Statements (balance sheet and income statements)* |
| ☐ | ☐ | ☐ | *Business Tax Returns for the last 3 years* |
| ☐ | ☐ | ☐ | *Business Debt Schedule* |
| ☐ | ☐ | ☐ | *Member Business Loan Discussion Draft (completed by the credit union)* |
| ☐ | ☐ | ☐ | *Financial Projections (if applicable)* |
| ☐ | ☐ | ☐ | *Business Plan including Management Resumes (if available)* |
| ☐ | ☐ | ☐ | *Promotional Materials & Brochures (if available)* |
| ☐ | ☐ | ☐ | *Articles of Incorporation & Bylaws photocopy (if applicable)* |
| ☐ | ☐ | ☐ | *Partnership Agreement photocopy (if applicable)* |
| ☐ | ☐ | ☐ | *Limited Liability Formation Papers photocopy (if applicable)* |
| ☐ | ☐ | ☐ | *Assumed Business Name Filing photocopy (if applicable)* |

**Owners Financial Information:**

| | | | |
|---|---|---|---|
| ☐ | ☐ | ☐ | *Individual Financial Statement for each owner (form enclosed), attach other statements.* |
| ☐ | ☐ | ☐ | *Individual Tax Returns for last three years, including K-1 statements for all S-Corporations, Partnerships & Limited Liability companies.* |

**For Business Lines of Credit:**

| | | | |
|---|---|---|---|
| ☐ | ☐ | ☐ | *Accounts Receivable Aging current copy* |
| ☐ | ☐ | ☐ | *Accounts Payable Aging current copy* |
| ☐ | ☐ | ☐ | *Inventory Listing current copy (if applicable)* |

**For Equipment Term Loans:**

| | | | |
|---|---|---|---|
| ☐ | ☐ | ☐ | *Vendor Invoice or Purchase Order photocopy (for equipment purchases)* |
| ☐ | ☐ | ☐ | *Depreciation Schedule (for equipment refinances)* |

**For Commercial Real Estate Loans:**

| | | | |
|---|---|---|---|
| ☐ | ☐ | ☐ | *Earnest Money Agreement / Bill of Sale (if applicable)* |
| ☐ | ☐ | ☐ | *County Tax Assessment – current* |
| ☐ | ☐ | ☐ | *Appraisal (if available)* |
| ☐ | ☐ | ☐ | *Title Insurance Company name and phone number of contact person* |
| ☐ | ☐ | ☐ | *Environmental Assessment (if available)* |
| ☐ | ☐ | ☐ | *Tenant Leases* |
| ☐ | ☐ | ☐ | *Annual Rental Income & Expense for the last three years* |

**For Real Estate Construction Loans:**

| | | | |
|---|---|---|---|
| ☐ | ☐ | ☐ | *Building Plans (if construction)* |
| ☐ | ☐ | ☐ | *Specifications & Detailed Cost Estimates photocopy (if construction)* |
| ☐ | ☐ | ☐ | *Contractor Agreement photocopy (if construction)* |

1 = attached    2 = pending    3 = not applicable