

Member Business Loan Application Checklist

Business Financial Information:

1	2	3	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Business Loan Application</i> (form enclosed)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Interim Financial Statement</i> for most recent period
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Financial Statements</i> (balance sheet and income statements)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Business Tax Returns</i> for the last 3 years
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Business Debt Schedule</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Member Business Loan Discussion Draft</i> (completed by the credit union)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Financial Projections</i> (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Business Plan</i> including Management Resumes (if available)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Promotional Materials & Brochures</i> (if available)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Articles of Incorporation & Bylaw</i> photocopy (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Partnership Agreement</i> photocopy (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Limited Liability Formation Papers</i> photocopy (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Assumed Business Name Filing</i> photocopy (if applicable)

Owners Financial Information:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Individual Financial Statement</i> for each owner (form enclosed), attach other statements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Individual Tax Returns</i> for last three years, including <i>K-1 statements</i> for all S-Corporations, Partnerships & Limited Liability companies.

For Business Lines of Credit:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Accounts Receivable Aging</i> current copy
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Accounts Payable Aging</i> current copy
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Inventory Listing</i> current copy (if applicable)

For Equipment Term Loans:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Vendor Invoice or Purchase Order</i> photocopy (for equipment purchases)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Depreciation Schedule</i> (for equipment refinance)

For Commercial Real Estate Loans:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Earnest Money Agreement / Bill of Sale</i> (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>County Tax Assessment</i> – current
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Appraisal</i> (if available)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Title Insurance Company</i> name and phone number of contact person
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Environmental Assessment</i> (if available)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Tenant Leases</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Annual Rental Income & Expense</i> for the last three years

For Real Estate Construction Loans:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Building Plans</i> (if construction)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Specifications & Detailed Cost Estimates</i> photocopy (if construction)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Contractor Agreement</i> photocopy (if construction)

1 = attached 2 = pending 3 = not applicable