

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