## Business Loan Application Checklist

### Business Financial Information

- [ ] Business Loan Application
- [ ] Interim Financial Statement for most recent period
- [ ] Financial Statements (balance sheet and income statement) for last three years
- [ ] Business Tax Returns for the last three years
- [ ] Financial Projections (if available)
- [ ] Business Plan including management resumes (if available)
- [ ] Promotional Materials & Brochures (if available)

### Owner's(s') Financial Information

- [ ] Individual Financial Statement for each owner (form available), attach other statements
- [ ] Individual Tax Returns for last three years, including K-1 Statements for all S corporations, partnerships, and limited liability companies

### For Equipment Term Loans

- [ ] Vendor Invoice or Purchase Order photocopy (for equipment purchases)
- [ ] Depreciation Schedule (for equipment refinance)

### For Commercial Real Estate Loans

- [ ] Earnest Money Agreement photocopy (if applicable)
- [ ] County Tax Assessment (current copy)
- [ ] Appraisal (if available)
- [ ] Title Insurance Company name and phone number of contact person
- [ ] Environmental Assessment photocopy (if available)
- [ ] Tenant Leases photocopy
- [ ] Annual Rental Income and Expense for the last three years

### For Business Lines of Credit

- [ ] Accounts Receivable Aging (current copy)
- [ ] Accounts Payable Aging (current copy)
- [ ] Inventory Listing (current copy, if applicable)