



## COMMERCIAL LOAN REQUEST CHECKLIST

Thank you for your interest in a commercial business loan from Austin Bank, Texas N.A. Below are a few items the bank will need to complete your loan package.

Business Name: \_\_\_\_\_

Business Type: \_\_\_\_\_

Physical Address of Business: \_\_\_\_\_

Mailing Address of Business: \_\_\_\_\_

Phone Number of Business: \_\_\_\_\_

Name/Title of Business Owner(s): \_\_\_\_\_

Name	Title
_____	_____
Name	Title
_____	_____
Name	Title
_____	_____

### Required Documentation:

- ✓ Previous three years Tax Returns on Business
- ✓ YTD financial statement for the business to include a balance sheet and income statement as well as a schedule of all other business debt
- ✓ Previous three years Tax Returns on Owners / Guarantors
- ✓ Signed Credit Authorization Form – see attached
- ✓ Personal Financial statement on Owner / Guarantors – on attached form

### Documents identifying business's legal entity

- ✓ Copy of filed articles of incorporation/association/LLC/LP/LLP etc.
- ✓ Copy of filed Partnership Agreement
- ✓ Copy of the filed assumed name certificate (sole proprietor and other)
- ✓ Any other documents that provide legal entity status

### For future reference:

Name of CPA/Accountant: \_\_\_\_\_ Phone Number: \_\_\_\_\_

*Austin Bank, Texas N.A. may request additional information as needed to complete the loan package.*



# CREDIT REPORT AUTHORIZATION

\_\_\_\_\_  
Name of Commercial/Business Applicant

By signing below, the undersigned individual as principal, owner, officer of and/or guarantor of the commercial loan applicant, authorizes Austin Bank, Texas N. A., its designee, assigns or potential assigns, to review his/her personal credit report obtained from a consumer reporting agency. The credit report will be used in considering this Application and for the purpose of the update, renewal, or extension of credit to the Applicant or the collection of any resultant accounts. A fax or photocopy of this authorization shall be valid as the original.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Physical Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date of Birth

## **BANK USE**

Recordation of ID:	Type of Document	Number	Place of Issuance	Date of Issuance	Exp. Date
<b>Applicant</b>					
<b>Guarantor</b>					