



BUSINESS LOAN CHECKLIST

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www.communitybankbay.com

LENDER'S REQUIREMENTS

- Application for Business Loan
- Financial Privacy Act Notice
- Certification of Financial Statements

PERSONAL INFORMATION (FOR ALL OWNERS WITH 20% OR MORE)

- Personal Tax Returns, including all schedules (last 3 years)
- Personal Bank Statements (most recent 3 months)
- Personal Financial Statement

BUSINESS INFORMATION

- Business Debt Schedule
- Business Financial Statements (last 3 years)
- Business Tax Returns, including all schedules (last 3 years)
- Business Financial Statements - Interim (no older than 60 days)
- Accounts Receivable / Accounts Payable (same date as Interim)
- Business Bank Statements (most recent 3 months)
- Executive Summary of Business and Management
- Franchise Agreement (if applicable)
- Lease or Rental Agreement on existing business location

LEGAL ENTITY DOCUMENTATION

- Articles of Incorporation
- Partnership Agreement
- Articles of Organization
- Business License / Tax ID Number
- Fictitious Business Name (DBA)
- By-Laws

BUSINESS ACQUISITION / STOCK BUYOUT

- Purchase Agreement with all asset involved
- Business Plan
- Business Income Projections (last 3 years)
- Seller Tax Returns (Personal and Business) (last 3 years)
- Business Financial Statements (last 3 years and Interim)
- Bulk Sale / Transfer Notice
- Equipment Listing
- Vendor Lists with Contracts

REAL ESTATE LOAN

- Preliminary Title Report (no more than 90 days)
- Environmental Questionnaire and any prior Reports
- Copies of all Tenant Leases
- Subject Loan - Real Estate Description
- Purchase Agreement
- Construction Estimate / Cost Breakdown- Bid or Contract
- Plans and Specs, including description of project
- Permits and Licenses
- Tenant Rent Roll
- Operation Statements for Rental Property

SBA LOAN

- IRS Tax Verification (IRS 4506)
- Statement of Personal History (SBA 912)
- Debarment Form (SBA 1624)
- Compensation Agreement (SBA 159)

Additional information may be required.