**Loan Application Checklist (Nonprofit Organization)**

Borrower:

|  |  |  |  |
| --- | --- | --- | --- |
| **Needed** | **Date Requested** | **Received** | **Complete all applicable items as checked** |
|  |  |  | Loan application  |
|  |  |  | $100 loan application fee |
|  |  |  | 2 years FYE financial statements  |
|  |  |  | 2 years 990 tax returns – only if audits not available |
|  |  |  | Most current YTD financial statement |
|  |  |  | Debt schedule to match YTD F/S (form provided) |
|  |  |  | Current FY and next FY budget  |
|  |  |  | Cash flow projections |
|  |  |  | Certificate of Good Standing |
|  |  |  | 501(c)(3) Determination Letter  |
|  |  |  | Articles of Incorporation and Bylaws (original and all amendments, filed) |
|  |  |  | Executed Borrowing Resolution (form provided) |
|  |  |  | Insurance Agent contact information |
|  |  |  | Wiring instructions and account information |
|  |  |  | Preliminary title report, if applicable |
|  |  |  | Copy of lease |
|  |  |  | List of board members and affiliations |
|  |  |  | Environmental report (BDFC-AS to order) |
|  |  |  | Appraisal (BDFC-AS to order) |