**Loan Application Checklist (Business)**

Borrower:

Guarantors:

|  |  |  |  |
| --- | --- | --- | --- |
| **Needed** | **Date Requested** | **Received** | **Complete all items checked** |
|  |  |  | Loan application |
|  |  |  | $100 application fee |
|  |  |  | 2 years borrower FYE financial statements |
|  |  |  | 2 years borrower federal tax returns |
|  |  |  | Most recent borrower year-to-date F/S (dated within 45 days) |
|  |  |  | Business debt schedule to match YTD F/S (form provided) |
|  |  |  | Current FY and next FY budget and/or cash flow projections |
|  |  |  | 2 years guarantor federal tax returns (dated and signed) |
|  |  |  | Personal financial statement (dated within 45 days - form provided) |
|  |  |  | Borrower Certificate of Good Standing |
|  |  |  | Articles of Incorporation and Bylaws |
|  |  |  | Articles of Organization and Operating Agreement |
|  |  |  | Insurance agent contact information |
|  |  |  | Preliminary title report, if applicable |
|  |  |  | Copy of lease |
|  |  |  | Environmental report (BDFC-AS to order) |
|  |  |  | Appraisal (BDFC-AS to order) |
|  |  |  | Insurance Agent contact information |
|  |  |  | Wiring instructions and account information |