

Loan Application Checklist

Business and Project Information

ITEMS NEEDED ITEMS COMPLETED

Business Information and History form
Project Specific Information

Business Financial Information (from applicant business and business being acquired, if applicable)

ITEMS NEEDED ITEMS COMPLETED

Three (3) years of federal business tax returns for the applicant business
Current (dated within 90 days) interim financials – balance sheet, profit & loss, and AR/AP agings
Business Debt Schedule (matching date & amount on current balance sheet)
4506-T Request for transcript of federal tax returns

Affiliated Businesses Information (if principal owns a controlling interest of 20%+ in other businesses)

ITEMS NEEDED ITEMS COMPLETED

Three (3) years of federal personal tax returns (include all schedules)
Current (dated within 90 days) interim financials – balance sheet, profit & loss, and AR/AP agings
Business Debt Schedule (matching date & amount on current balance sheet)
4506-T Request for transcript of federal tax returns

Personal Financial Information (required for all 20%+ owners of applicant business)

ITEMS NEEDED ITEMS COMPLETED

Three (3) years of federal personal tax returns (include all schedules)
4506-T Request for transcript of federal tax returns
Personal Financial Statement – SBA form 413; signed by spouse, if applicable
Loan Intake Form - needed on all partners
Statement of Personal History – SBA form 912; see attached
Management Resume, Resume or Curriculum Vitae

Required by the USA PATRIOT Act (required of all 20%+ owners of applicant business)

For U.S. citizens, a copy of one of the following:

ITEMS NEEDED ITEMS COMPLETED

Legible copy of State Driver's License, Passport, ID or Alien Registration Card (if not U.S. citizen)

Project Specific Items (include as applicable)

ITEMS NEEDED ITEMS COMPLETED

Real estate purchase: purchase contract or letter of intent, past/most recent appraisal and environmental reports, if available
Business acquisition: purchase contract or letter of intent, 4506-T signed by seller
Debt refinance: copy of notes to be refinanced
Start up business: business plan & projected income statement: monthly for first year and annualized for second year
Construction project: contractor bids with project cost breakout
Equipment purchase: Copy of Purchase Order/Invoice OR description of equipment to be purchased with an estimate of the cost

Miscellaneous Needed Items

ITEMS NEEDED ITEMS COMPLETED

When complete:

- If you have the full version of Adobe Acrobat software, you can save a completed electronic copy to your files (note: this feature is not available with Adobe Acrobat Reader)
- Print a hard copy (2 copies if you cannot save an electronic copy - one for your files and one to submit)
- Sign all required signature lines
- Return to Business Development Officer or Relationship Manager

New Loan Intake Form - please complete this form in detail. Needed on all owners.

Applicant Business/Individual Information

Borrowing Entity Full Legal Name		DBA (if applicable)		
Your Full Legal Name (including full middle name)		First	Middle	Last
Your Date of Birth	Place of Birth (City and State or Country)	Social Security Number	U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No	Resident Alien # (if applicable)
Current Home Street Address:				
City		State	ZIP	Years Months
Previous Address				
City		State	ZIP	Years Months
Your Title in Borrowing Entity:			% of Ownership	
Your E-mail Address:			Business Website if applicable:	
Phones:	Home Phone	Cell Phone	Work Phone	
Estimated Credit Scores:	TU	EQ	EXP	
Spouses Full Legal Name (if applicable):				

Applicant Declarations

Are you presently subject to an indictment, criminal investigation, arraignment or other means by which formal criminal charges are brought in any jurisdiction?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been arrested in the past six (6) months for any criminal offense?	<input type="checkbox"/> Yes <input type="checkbox"/> No
For any criminal offense - other than a minor vehicle violation - have you ever 1) been convicted; 2) plead guilty; 3) plead nolo contendere; 4) been placed on pretrial diversion; or 5) been placed on any form of parole or probation (including probation before judgment).	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been involved in any Business that filed Bankruptcy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever filed Personal Bankruptcy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered Yes to any of the above questions, please explain below: - use a separate sheet of paper if needed	

Certification and Signatures - Please Print and Sign

I hereby certify that the above information including the Applicant Declarations are accurate.		
Signature (Guarantor)	Print Name	Date

Business Information and History

Applicant Business/Individual Information

Name	DBA (if applicable)		
Entity Type	Year Started	Franchise?	
Physical Address			
City	State	ZIP	
Mailing Address (if different)			
City	State	ZIP	
Contact Name	Phone		
E-mail			
Business Website Address			

Applicant Business Ownership Structure (at time of application)

Principal Name	Title/Position	Guarantor?	% Ownership

Holding Company - if applicable

Will you be forming a holding company for the purchase of commercial real estate?	Yes	No	
Has the entity been formed yet?	Yes	No	If yes, name of entity:

Holding Company Ownership Structure - if applicable

Principal Name	Title/Position	Guarantor?	% Ownership

Business Information and History (continued)

Business Background (continued)

Explain the business's revenue/profit trends. Discuss reasons for fluctuations. Is there any seasonality in revenue generation? Provide support with year-over-year monthly financials, if appropriate, to support.

What are the business's plans for future growth? What capital expenditures are expected in the next 2-3 years? How will these be paid for?

List the key management within the company including name, job title, background, skills (can utilize attached Management Resumes).

Have there been any changes in management and/or ownership within the last two years? Yes No
If yes, please describe.

Describe any affiliated companies; what do they do and what synergies exist? Do any of the business owners on this loan request own more than 20% of these companies?

Other Information

Has the applicant or any principles ever declared bankruptcy or had any judgments, repossessions, garnishments or other legal proceeding filed against them? Yes* No

Has the applicant or any principles ever obtained credit under another name? Yes* No

Are any tax obligations, including payroll or real estate taxes, past due? Yes* No

Is the applicant or any principles liable on debts not shown, including any contingent liabilities such as leases, endorsements, guarantees, etc.? Yes* No

Is the applicant or any principles currently a defendant in any suit or legal action? Yes* No

**If you answered yes to any of the above questions, please provide an explanation on a separate sheet*

Business Information and History (continued)

Certification And Signatures - Please Print And Sign

If the loan or credit accommodation applied for is a joint obligation, the undersigned acknowledges their intent to apply for joint credit.

Signature (Guarantor)	Print Name	Date
Signature (Guarantor)	Print Name	Date

Project Specific Information

Use of Loan Proceeds

Purchase/Refinance Land	\$
Purchase/Refinance Land & Building	\$
Construction – Ground Up	\$
Construction – Renovation/Expansion/Leasehold Improvements	\$
Real Estate Soft Costs (Architect, Engineering/Permits, etc.)	\$
Business Acquisition – Asset Purchase	\$
Business Acquisition – Stock Purchase	\$
Purchase Equipment	\$
Purchase Inventory	\$
Purchase Fixtures	\$
Refinance Business Debt	\$
Working Capital	\$
Other _____	\$
Total Project Cost	\$
Borrower Down Payment	\$
Total Loan Request	\$
What is the source of down payment? Please include three months of bank or broker statements.	
Has any portion of the down payment been spent? Yes No If yes, please provide canceled check(s) or receipt(s).	

If Purchasing Land/Building Contract Expiration Date:

Address			
Property Type		Occupancy % of Subject Building	
Approximate Land/Site Size	# of Buildings/Structures	Building Square Footage	Square Footage of Current Location
Distance from Current Location	Previous Use(s) of Property		
# of Buildings/Structures	# of Stories	Current Zoning Classification	
Contact Name		Phone	
Contact Name & Number for Access			Year Built
Any Existing Repair Issues			

Project Specific Information (continued)

Projects with Construction (Ground-Up, Renovation, Expansion, Leasehold Improvements)

Description of project:		
Have you selected a contractor?	Yes	No
If yes, name of contractor/company:		
Status of contract:		
Have you selected an architect?	Yes	No
If yes, name of architect/company:		
Status of drawings:		
Has any of the construction/site work started?	Yes	No
Status of Permits:		
What is the anticipated needed timeframe to complete the project?		

Chosen contractor will need to be qualified by Bank prior to any loan disbursements. A Contractor Qualification Checklist will be provided for items that will need to be submitted by contractor for this qualification.

Please note: An AIA Fixed Price Contract or Guaranteed Maximum Contract is preferred.

Business Acquisition (Business Purchase or Partner Buy Out) Contract Expiration Date:

Why do you wish to buy this specific business or buy out partner(s)?
What will the new ownership structure look like?
Why does seller wish to sell or partner(s) wish to exit?
If an asset purchase, what assets will be acquired? Will A/Rs and cash in business be a part of this sale? Provide asset allocation if not already detailed in the purchase agreement.
Will you incur any debt of the seller?
Will a non-compete be executed? If so, on what terms?
What key employees will be staying with the business after the sale?

Project Specific Information (continued)

Equipment/Inventory Purchase/Working Capital

Describe equipment or inventory to be purchased:

Describe business need for equipment or inventory (increase revenues, realize supplier discount, etc.):

What is the life expectancy of the equipment or “shelf” life of the inventory?

If requesting working capital, explain specific intended use(s).

