

Loan Process Checklist

The following business and personal documents are required to proceed with your loan request. Please note that additional documentation may be requested during underwriting. All items in the loan package must be completed in full, dated, and signed.

BUSINESS FINANCIAL

- 3 years of business tax returns
- Debt Schedule
- Year to date profit and loss statement
- Year to date balance sheet
- Accounts receivable and aging report
- Accounts payable and aging report

PERSONAL FINANCIAL INFORMATION

- 3 years of personal tax returns
- 3 years of all k-1 schedules
- Bank statement withing 60 days
- PFS

LEGAL & ORGANIZATIONAL DOCUMENTATION

- Operating agreement
- By laws
- EIN Letter
- Certificate of Existence (LARA)
- Driver License

SUPPLEMENTAL DOCUMENTATION

- Purchase agreement
- Land contract
- Leases
- Rent roll report
- Previous appraisal or current environmental reports
- Previous title work and/or surveys
- Projections/pro forma statements
- Business plan