

LOAN PROPOSAL CHECK LIST: ITEMS THAT MOST LENDERS REQUIRE

The following is a list of items that most lenders will require from a commercial borrower: (Please Note: some of the items listed are for an existing business, if start-up please ignore.)

1. Documentation to establish ownership including copies of:
 - Partnerships: Partnership Agreement
 - LLC's: Articles of Organization
 - Corporations: - Articles of Incorporation
- Bylaws
- Corporate Resolution
2. Resumes of Owners and Managers if the Business.
3. Complete Business Plan.
4. List of proposed uses for this loan.
5. Complete copies of Tax Returns for previous three years, both business and personal (for proprietors, partners, officers and major stockholders of the business).
6. Personal financial statement (same date as current business financial statement).
7. Last three years and current (within 60 days) financial statements to include:
 - Balance Sheet
 - Income Statement
 - Cash Flow Statement

(Note: all current financial statements should be for the same date)
8. List of Assets and Debts for the company (same date as current business financial statement).
9. List of Collateral.
10. Three-year projections of Balance Sheet, Income Statement, Cash Flow Statement, and Breakeven Analysis (including assumptions).
11. Current financial statements for any other business owned by any of the owners, officers, managers, partners, etc.
12. Listing and aging of Accounts Receivable and Accounts Payable (same date as current financial statement).
13. A completed loan application.
14. Names and addresses of at least three suppliers (present business) or three credit references for a start-up business.