

## Loan Checklist

### **Business Information**

- Business financial statements for the last three years
- Interim financial statement dated within the last 45 days
- Business debt schedule (form attached to application)
- Federal tax returns for the last three years
- Articles of Incorporation and By-Laws (if corporation)
  - President of the Corporation is:
  - Secretary of Corporation is:
- Articles of Organization and Operating Agreement (if LLC)
- Partnership Agreement (if partnership)
- Business License and Fictitious Business Name Statement (if proprietorship)
- Franchise Agreement

### **Personal Information** (for each owner of 20% or greater)

- Personal tax returns for the last three years
- Personal resume (form attached to application)
- Personal Financial Statement (form available for download)

### **Real Estate Information**

- Real Estate Purchase Agreement or Settlement Sheet
- Construction cost budget and/or equipment invoices
- Existing environmental studies