



BUSINESS LOAN APPLICATION - Check List

- ☐ Fill in all blanks on the Business Loan Application
- ☐ Be sure to accurately record complete Business name, address, telephone numbers and Federal Tax Identification numbers
- ☐ List Principals by name, address, telephone number and social security Number
- ☐ List additional Guarantors, by name, address, telephone and social security number
- ☐ State form of business: Sole Proprietor / Doing Business As (DBA), Partnership, Corporation or Limited Liability Corp.
- ☐ Business Plan. If you do not have a written business plan complete the form “Business Description.”
- ☐ Loan Request. State clearly your requested repayment plan. Be sure to fill in the loan amount and check each box appropriately.
- ☐ Attach Financial Statements:
 - Personal financial statement and last three years Federal Income Tax Returns – be sure to include all schedules.
 - Company/business income statement and balance sheet for the past three years.
 - Previous three years Federal Income tax returns for Corporation or Partnership.
 - Also attach purchase agreement or invoices if the loan will be used to purchase equipment or real estate.
- ☐ Name, address and telephone number of your insurance agent and your accountant.
- ☐ Name and telephone number of three trade references.
- ☐ **ORIGINATION FEE and APPRAISAL DEPOSIT**
 - 1% Origination Fee (1% of loan amount)
 - 25% due at time of application
 - \$1,500 Appraisal Deposit
 - Due at time of application

BUSINESS DESCRIPTION

(Use separate attachments to answer questions if necessary)

Nature of your Business:

Types of Products / Services you offer:

Customer Profile:

Competitors – how do you differentiate your company/product from those of your competitors?

Major past accomplishments:

Future plans for growth / expansion:

How will this loan benefit your company?
