



## BUSINESS LOAN APPLICATION - Checklist

- 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
  - 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:

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Types of Products/Services you offer:

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Customer Profile:

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

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Major past accomplishments:

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Plans for growth/expansion:

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How will this loan benefit your company?

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