



Information Needed for a Loan Request

In order to ensure a smooth process from start to finish, see below a checklist regarding items needed.

Received

Yes No

- | | | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | Copy of Driver's license |
| ☐ | ☐ | Signed and dated Personal Financial Statement |
| ☐ | ☐ | Three (3) years of personal tax returns for all signers on the loan |
| ☐ | ☐ | Three (3) years of business tax returns for all signers on the loan, for all entities owned |
| ☐ | ☐ | Year to Date Internal Financials (Balance Sheet and Income Statement / Profit & Loss) |
| ☐ | ☐ | Proof of Insurance |
| ☐ | ☐ | Summary of all debts, personal and business |

Additional Commercial Loan Requirements by Loan Type

In addition to the general commercial loan application requirements listed above, you'll likely need to gather information specific to the type of commercial loan you're requesting. We've included some of the most commonly required business financing documents below. Your account officer will give you precise guidance based on the type of loan you're requesting.

Commercial Real Estate Loans

Loans for the purpose to build, purchase or refinance real estate or fund building improvements,

Received

Yes No

- | | | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | Purchase agreement or most recent loan statement. |
| ☐ | ☐ | Lease agreement(s), if applicable. |



- | | | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | Rent roll. |
| ☐ | ☐ | Operating expenses (Insurance, property taxes, etc.). |

Accounts Receivable Lines of Credit

Received

- | Yes | No | |
|--------------------------|--------------------------|---------------------------|
| ☐ | ☐ | Most recent Aging Report. |

- | | | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | Available financials of customers listed on the aging report. |
|--------------------------|--------------------------|---|

Equipment Loans

Loans for the purpose to purchase or refinance equipment.

Received

- | Yes | No | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | Detailed inventory of the equipment. |
| ☐ | ☐ | Most recent valuation of the equipment. |

Agriculture Loans

Loans for the purpose of agriculture production.

Received

- | Yes | No | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | Three (3) years of previous crop sales, broken out by crop type. |
| ☐ | ☐ | Forecast of crop sales and expenses for the upcoming season. |
| ☐ | ☐ | List of new equipment purchased since previous loan. |