

Revolving Loan Application Checklist

- I. Loan Application
 - Loan Application
- II. Business Financial Documents
 - 2-year Federal Tax Returns (Personal and Business)
 - Balance sheet and Profit and Loss Statements for Company's three most recent fiscal years, with notes
 - Balance Sheet and Profit and Loss Statement (within last 90 days)
 - Projected three-year Balance Sheet and Profit & Loss Statement, with notes. (Project the balance of this fiscal year and two additional fiscal years)
 - Projected one-year Cash Flow Statement (month-by-month), which includes new debt service. (Project Cash Flow for balance of this fiscal year as well as next fiscal year).
 - Summary of outstanding loans including Amount, remaining Balance, Interest Rate, Term, Monthly Payment and Security. Include all loans to date and pending.
 - Names of any affiliates or subsidiaries including relationship (include financial statements). A company is considered an affiliate if the principal has 51% or more ownership in another company.
 - Franchise agreements.
 - Personal Balance Sheet for all major stockholders (owning 20% or more of company's outstanding stock).
- III. Purchasing a building
 - Recent Appraisal of building to be purchased (or offered as collateral)
 - Sales agreement for land and/or building to be purchased.
- IV. Purchasing equipment/machinery or renovations on existing building
 - Itemized contractor's bid/estimates for construction/renovation.
 - Quotes/sales agreements for purchase of equipment/machinery
- V. Additional Documentation (Do not provide prior to loan approval):
 - Statement concerning source of equity
 - Articles of Incorporation
 - Corporate Resolution to Borrow
 - Key-Person Life Insurance
 - Flood Insurance

- Environmental Assessment
- Appraisal
- Personal Financials