

## DOCUMENTS NEEDED FOR A BUSINESS LOAN

We put together the chart below to show what documents are needed for a business loan. Check out the column for the amount you want to apply for; we will need the documents listed for both **Company Financial Information** and **Owner/Guarantor Financial Information**. Then, based on the type of loan, look to that section for additional information, example, if you are purchasing a building, you would look at the **Real Estate Transaction** section and include the *Purchase Information* and *Description of Property*.

For a Borrowing Relationship of <b>\$100,000 or less</b>	Information in <b>first two columns</b> needed if borrowing <b>\$100,001 - \$250,000</b>	Information in <b>all three columns</b> needed if borrowing <b>Over \$250,000</b>
<b>Company Financial Information</b>		
<ul style="list-style-type: none"> <li>Recent 2 Years Financial Statements (accrual basis) — or —</li> <li>Recent 2 Years Federal Tax Returns</li> </ul>	<ul style="list-style-type: none"> <li>Recent Interim Financial Statement</li> </ul>	<ul style="list-style-type: none"> <li>plus <b>3rd</b> Year of Financial Statements (accrual basis) — or —</li> <li>plus 3rd Year of Federal Tax Returns</li> <li>2 Years Related Entity Financials</li> <li>Comparable Previous Year's Interim</li> <li>Company <a href="#">Debt Schedule</a></li> </ul>
<b>Owner/Guarantor Financial Information</b>		
<ul style="list-style-type: none"> <li>Recent Federal Tax Return (with K1s)</li> <li>Current <a href="#">Personal Financial Statement</a></li> </ul>	<ul style="list-style-type: none"> <li>Recent 2 Years Federal Tax Returns (with K1s)</li> </ul>	
<b>Credit Line Requests – add:</b>		
<ul style="list-style-type: none"> <li>Most Recent Interim Financial Statement</li> <li>Current Accounts Receivable Aging</li> </ul>	<ul style="list-style-type: none"> <li>Current Inventory Listing</li> </ul>	<ul style="list-style-type: none"> <li>Current Accounts Payable Aging</li> </ul>
<b>Equipment Financing Requests – add:</b>		
<ul style="list-style-type: none"> <li>Copy of Invoice/Title or Detailed Info</li> </ul>	<ul style="list-style-type: none"> <li>Copy of Detailed Equipment List</li> </ul>	
<b>Real Estate Transactions – add:</b>		
<ul style="list-style-type: none"> <li>Purchase Information</li> <li>Description of Property</li> </ul>	<ul style="list-style-type: none"> <li>Copy of Lease(s) if applicable or <a href="#">Rent Roll</a></li> </ul>	
<b>Start-Up Business – add:</b>		
<ul style="list-style-type: none"> <li>Copy of <a href="#">Business Plan</a></li> <li>3-Year Projections w/Projected Cash Flow</li> </ul>		