

Loan Closing Checklist

Business Documents / Information:

- _____ Business Financial Statement for the last 3 year ends.
- _____ Business Federal Income Tax Returns for the last 3 years.
- _____ Interim Business Financial Statement (dated within the last 30 days)
- _____ Business Financial Projections (B/S and I/S) fiscal year-end and next full year
- _____ Brief History and Description of Project
- _____ Aging of A/R and A/P that ties to current balance
- _____ Business Debt Schedule (attached form)
- _____ ADR / OCC for 3 Years and Interim (attached form)
- _____ Copy of Business License
- _____ Current Balance Sheet and Income Statement on all Affiliate Companies

Personal/Individual Information:

- _____ Personal Financial Statement on all Borrowers/Guarantors
- _____ Borrowers/Guarantors Personal Federal Income Full Tax Return for the last 3 years
- _____ Resumes of all Borrowers, Guarantors, and all key Management
- _____ Release for Credit Information
- _____ Details of any derogatory financial information, business or personal
- _____ All Partners Affiliates Information (3years tax returns & interim financials)
- _____ Evidence of Equity/Injection

Other Information:

- _____ Appraisal Report, if one has previously been completed.
- _____ Environmental Questionnaire or Environmental Site Assessment Report(s) if one has previously been completed
- _____ Copy of Note and Deed of Trust, Security Agreement, and UCCs
- _____ Sales/Purchase Agreement
- _____ Franchise Agreement & Circular
- _____ Copy of Existing Lease(s) & Contracts
- _____ Copy of Articles of Incorporation or Partnership Agreement, Bylaws and Operating Agreement
- _____ SBA Authorization Agreement, if currently have SBA guarantee
- _____ Good Standing Reports
- _____ Last 3 Franchise Inspection Reports
- _____ Doing Business As Certification/Fictitious Name Statement