

BUSINESS LOAN APPLICATION CHECKLIST

Please use the following checklist to gather information needed from you to apply for a business loan.

Business Loan Application (form)

Debt Schedule for company (form)

Organizational documents (Articles of Incorporation, Bylaws, Operating/Partnership Agreement, etc.)

Personal Financial Statement for all guarantors and owners with greater than 20% ownership in the company (form)

Debt Schedule for all guarantors and owners with greater than 20% ownership in the company (form)

Federal and state income tax returns for the last 3 years for all guarantors and owners with greater than 20% ownership

K-1 schedules for all business ownership greater than 20% for the last 3 years

Business tax returns for the last 3 years

Business fiscal year financial statements (including Income Statement and Profit and Loss for the last 3 years)

Interim Financial Statement (Income Statement and Profit and Loss within 60 days)

Pro-Forma/Projections (1–3 years)

Accounts Receivable and Payables (not more than 30 days old)

Purchase Agreement pertaining to the loan request

Equipment List (form)

Rent Roll (within 30 days)

Leases

Prior title work (for refinance)

Other: cash flow, invoices pertaining to the loan request, etc. (as requested by lender)



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