



## BUSINESS LOAN CHECKLIST

The forms and exhibits indicated below are needed to assemble an application for a commercial business loan at Falcon National Bank

Please complete or assemble the items requested and return to the bank. Upon receipt, we will review and respond to your loan request.

**Important: Original signatures and dates are required on all documents submitted.**

### **PERSONAL INFORMATION**

*Personal Information is required on all guarantors and/or all individuals who own 20% or more of the Business.*

- Personal Financial Statement**
- Personal Tax Returns** – Last 3 years with all supporting schedules.
- Management Resume**

### **BUSINESS INFORMATION**

*All Business Information must be signed and dated by the borrower.*

- Business Plan** – Required for start-ups, working capital, and when requested by the lender.
- Business Financial Statements**

**LOAN REQUESTS FOR FINANCING BUSINESS ACQUISITIONS, BUSINESS EXPANSIONS, REFINANCES, ETC.**

- Balance sheet, Income Statement & Reconciliation of Net Worth** - Past 3 fiscal year-ends.
- Interim Statements** – Dated within 90 days of application.
- Business Tax Returns** - Including all supporting schedules for the past 3 years.
- Projections of Earnings** – Required if less than 3 years of historical statements are available.
- A/R and A/P Agings** – At lenders discretion depending on use of proceeds and collateral offered.
- Organizational Documents**

### **ADDITIONAL INFORMATION**

- Purchase Agreement** – If loan request is for a business acquisition or real estate purchase.
- Contract For Deed Agreement** - If a loan request is for a payoff of a real estate purchase.
- Franchise Agreement / UFOC** – If applicable.
- Affiliate Business Financial Statements** – If owners, guarantors, or co-signers own a controlling interest in another business, submit 3 years FYE financial statements for each affiliate. Include the number of employees for each affiliate.
- Lease Agreement** - if the property is leased
- Construction Information** – (construction contract, copy of plans & specs)

**THANK YOU** for considering Falcon National Bank.

John Herges, President/CEO

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