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.

Jessica Bitz, Vice President/Senior Lender (320) 968-6185
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