

Commercial Loan Documentation

The Following Information Is Needed For Financing:

1. **Full Application (Forms Provided)**, consisting of: Loan Request Form, Personal Financial Statement (all owners), Resume (all owner), Personal History Statement (all owners), Debt Schedule, Signature of all Guarantors on Authorization to Release Information, History of Business Form.
2. **Last 3 Years Business Tax Returns, Federal Only**, for applicant company. Please sign and date with original signatures. If you are purchasing an existing business, you must obtain the sellers tax returns.
3. **Last 3 Years Business Tax Returns, Federal Only**, for any affiliate company owned 20% or more by principals. Please sign and date with original signatures.
4. **Business Interim Financial Statement**, consisting of Balance Sheet and Profit and Loss statement through the last quarter completed, for all businesses owned, and for any business being purchased. Please sign and date with original signatures.
5. **Last 3 Years Personal Tax Returns, Federal Only**, for all principals and guarantors. Please sign and date with original signatures.
6. **Two Years of Projections**, (form provided) with detailed justification.
7. **Purchase Agreement** for Real Estate and/or Business Acquisitions.
8. If loan is for debt refinance, you must provide copies of **a 12 Month Payment History**.
9. Copy of any **Leases**.
10. **Aging of Accounts Payable and Receivable**, if applicable.
11. If you are not a U.S. Citizen, provide a copy of the **Front and Back of Your Green Card**.
12. If purchase of machinery, equipment, furniture, fixtures, and inventory: copy of **Written Quote, Bid, and Invoice**.
13. If franchise, provide a copy of **UFOC with current Financial, Franchise Agreement, and Franchise Literature**.

***Please be advised that all Financial Statement and Tax Returns must have Original Signature and Dates. After photocopying financial statements and tax returns please sign again and affix a current date.**