



COMMERCIAL LOAN CHECKLIST

Business Financial Information:

- Business Loan Application* (completed, dated and signed)
- Interim Financial Statement* for most recent period (signed Balance Sheet & Income Statement)
- Business Tax Returns* for the last three years (signed and dated)

Business Documentation:

- Articles of Incorporation & Bylaws* photocopy (if applicable)
- Partnership Agreement* photocopy (if applicable)
- Limited Liability Formation Papers* photocopy (if applicable)
- Assumed Business Name Filing* photocopy (if applicable)

Owner's Financial Information:

- Individual Financial Statement* for each owner of 20% or more (signed and dated)
- Individual Tax Returns* for last three years, including *K-1 Statements* for all S corporations, partnerships and limited liability companies. (signed and dated)

For Equipment Term Loans:

- Vendor Invoice or Purchase Order* photocopy (for equipment purchases)

For Commercial Real Estate Loans:

- Address and Legal Description* of property
- Earnest Money Agreement* photocopy (if applicable)

For Real Estate Construction Loans:

- Building Plans* (if construction)
- Specifications & Detailed Cost Estimates* photocopy (if construction)

Once your loan application has been reviewed there may be additional items that will be needed depending on the type of loan request. This could include any business plans, financial projections, appraisals, environmental reports/questionnaires, rental income and expense information for income producing properties, current rent rolls, copies of leases, and contractor agreements, if construction. If you have any questions about any of this information, please contact **Todd Gaudin** at 409 984-7436 or **Tracy Chesser** at 409 984-7477.