



# Loan Underwriting Checklist

## Business Documents / Information:

- \_\_\_\_\_ Business Financial Statement for the last 3 year
- \_\_\_\_\_ Business Federal Income Tax Returns for the last 3 years
- \_\_\_\_\_ Interim Business Financial Statement (dated within the last 30 days)
- \_\_\_\_\_ Business Financial Projections (B/S and I/S) fiscal year-end and next full year
- \_\_\_\_\_ Brief History and Description of Project
- \_\_\_\_\_ Aging of A/R and A/P that ties to current balance
- \_\_\_\_\_ Business Debt Schedule (attached form)
- \_\_\_\_\_ ADR / OCC for 3 Years and Interim (if applicable)
- \_\_\_\_\_ Latest Rent Roll
- \_\_\_\_\_ Copy of Business License
- \_\_\_\_\_ Current Balance Sheet and Income Statement on all Affiliate Companies

## Personal/Individual Information:

- \_\_\_\_\_ Personal Financial Statement on all Borrowers/Guarantors
- \_\_\_\_\_ Borrowers/Guarantors Personal Federal Income Full Tax Return for the last 3 years
- \_\_\_\_\_ Resumes of all Borrowers, Guarantors, and all Key Management
- \_\_\_\_\_ Release for Credit Information
- \_\_\_\_\_ Details of any derogatory financial information, Business or Personal
- \_\_\_\_\_ All Partners Affiliates Information (3 years tax returns & interim financials)
- \_\_\_\_\_ Evidence of Equity/Injection

## Other Information: (If Applicable)

- \_\_\_\_\_ Appraisal Report, if one has previously been completed
- \_\_\_\_\_ Environmental Questionnaire or Environmental Site Assessment Report(s) if one has previously been completed
- \_\_\_\_\_ Plat or Survey
- \_\_\_\_\_ Copy of Note and Deed of Trust, Security Agreement, and UCCs
- \_\_\_\_\_ Sales/Purchase Agreement
- \_\_\_\_\_ Franchise Agreement & Circular
- \_\_\_\_\_ Latest Franchise Reservation Report and current year-to-date
- \_\_\_\_\_ Last 3 Franchise Inspection Reports
- \_\_\_\_\_ Copy of Existing Lease(s) & Contracts
- \_\_\_\_\_ Copy of Articles of Incorporation or Partnership Agreement, Bylaws and Operating Agreement
- \_\_\_\_\_ SBA Authorization Agreement, if currently have SBA guarantee
- \_\_\_\_\_ Good Standing Reports
- \_\_\_\_\_ Historical Capital Improvements
- \_\_\_\_\_ Proposed Capital Improvements
- \_\_\_\_\_ Latest Property Photos
- \_\_\_\_\_ Most Recent Real Estate Property Tax Bill
- \_\_\_\_\_ Most Recent Property Insurance Invoice