

## LOAN APPLICATION PACKAGE CHECKLIST

To ensure a timely response to your financing request please compile all of the following information and materials prior to submission of your application to our office for review and consideration.

- Completed loan application(s) and personal net worth statement(s) signed by each borrower and guarantor, including spouses.
- Copy of your most recent business plan, including marketing plan.
- Detailed listing of all capital assets, including make/model/year, year of purchase and purchase price.
- Financial Projections for the following period:
  - 12 months
  - 24 months

These financial statements are to include:

- Income Statement
  - Balance Sheet
  - Monthly Cash Flow Projections
  - Statement of Required Expenditures  
(Including Price Quotes, Contractors' Estimates, etc.)
- For existing Businesses, the following additional information must also be included:
- Externally prepared financial statements for the past \_\_\_\_\_ years of operations
  - Current Aged Receivables and Payables Listings
- Additional information required:
- Description: \_\_\_\_\_
  - Description: \_\_\_\_\_
  - Description: \_\_\_\_\_

### PLEASE NOTE:

- 1) If the loan is approved, associated legal, document registration, and disbursement fees will apply depending on the nature of the security taken for the loan.
- 2) All loans will be life insured, at the borrower's expense.