



Business Loan Application Checklist

The following business loan application checklist is provided to help in preparing and submitting a request. Based upon the size and type of request, the following documents should be included (to avoid delays in processing, please provide all information requested, sign and date where necessary).

Requests under \$50,000 with a total exposure less than \$50,000

- Loan Application, Personal Financial Statement and Business Debt – provide answers for all information requested, sign and date where necessary.
- Corporate Tax Return (include a copy of the most recent corporate tax return; if the company is a sole proprietorship, a copy of the personal tax return is required instead).
- Personal Financial Statement(s) – complete a separate personal financial statement (PFS) for each (non-spousal) principal owner of the business. Spousal partners/owners may use the same PFS.
- Copy of Invoice or Sales Contract (asset purchases or vehicle loans only).

Judgmental Requests/Specialized Packages - Defined as all requests of \$50,000 or over, or where the total exposure is greater than \$50,000.

- Loan Application, Personal Financial Statement and Business Debt – provide answers for all information requested, sign and date where necessary.
- Personal Financial Statement(s) – complete a separate personal financial statement (PFS) for each (non-spousal) principal owner of the business. Spousal partners/owners may use the same PFS.
- Three Years Most Recent Fiscal Year-End Business Financial Statements (the financial statements should include both an income statement and balance sheet).
- Three Years Most Recent Corporate Tax Returns (if the company is a sole proprietorship, the financial results of the business will be shown on the personal tax returns).
- Current Interim Business Financial Statement (if more than 6 months into fiscal year).
- Three Years Most Recent Tax Returns for each Principal/Guarantor.
- Accounts Receivable Aging (required for lines of credit requests).
- Schedule of Business Debt (details the existing indebtedness of the business).
- Real Estate - For Commercial Mortgages, the following items as also needed:
 - Copy of Real Estate Purchase Contract
 - Copy of Real Estate Site Inspection Form
 - Copy of the Most Recent Real Estate Tax Assessment (if available).

LOAN REQUEST INFORMATION

Application for: <input type="checkbox"/> Business Line of Credit <input type="checkbox"/> Term/Equipment Loan <input type="checkbox"/> Commercial Mortgage <input type="checkbox"/> Other_____	Type of Request: <input type="checkbox"/> New <input type="checkbox"/> Renewal/Reaffirmation <input type="checkbox"/> Increase/Modification
	Loan Amounts:
	Purpose of Loan (Uses of Proceeds):
	Term Requested:

BUSINESS / APPLICANT INFORMATION

Legal Name Of Corporation:			
DBA (If Applicable):		Tax ID:	
Principle Place Of Business Address:			
City:		State:	ZIP Code:
Phone:	Fax:	E-Mail:	
Key Contact Name:		Number of Employees:	
Date Business Commenced:		Years Under Current Ownership:	
State of Registration:		Last Full Year's Annual Sales: \$	
Sole Proprietorship:	Partnership:	Corporation:	Other:
Description of Business' Products/Services:			
Type of Ownership: <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Non-Profit <input type="checkbox"/> Proprietorship <input type="checkbox"/> C-Corp <input type="checkbox"/> S-Corp <input type="checkbox"/> LLC <input type="checkbox"/> P.A.			

OWNER / GUARANTOR INFORMATION

Please be certain to list all owners of company. Additional guarantors who do not have an ownership in the company may be listed provided their relationship to the company and/or owners is clarified. For more than four owners please attach sheet.

Name:	Title:	SS #:
Address:	DOB:	% Ownership:
Name:	Title:	SS #:
Address:	DOB:	% Ownership:
Name:	Title:	SS #:
Address:	DOB:	% Ownership:
Name:	Title:	SS #:
Address:	DOB:	% Ownership:

BANKING RELATIONSHIPS

Please list only business accounts. FOR REQUESTS OVER \$50,000 PLEASE USE SCHEDULE OF BUSINESS DEBTS.

BANK NAME	ACCOUNT NUMBER	CHECKING	SAVINGS	LOAN	BALANCE
					\$
					\$
					\$
					\$
					\$
					\$

OTHER INFORMATION

If you answer yes to any of the following questions, please provide details on a separate sheet.

Does any customer or supplier currently account for more than 20% of your business?

Has the applicant ever declared bankruptcy or had any judgments, repossessions, garnishments, or other legal proceedings filed against them?

Has the applicant ever obtained credit under another name?

Are any tax obligations, including payroll or real estate taxes, past due?

Is the applicant liable on debts not shown, including any contingent liabilities such as leases, endorsements, guarantees, etc.?

Is the applicant currently in any suit or legal action?

CERTIFICATION

Each of the undersigned hereby instructs, consents and authorizes Business Capital Solutions, Inc., or any affiliate, subsidiary, or other entity related hereto ("Lender") to obtain a consumer credit report and any other information relating to their individual credit status in the following circumstances: (a) relating to the opening of an account or upon application for a loan or other product or service offered by Lender by a commercial entity or which the undersigned is a principal, member, guarantor or other party, (b) thereafter, periodically according to the Lender's credit review and audit procedures, and (c) relating to Lender's review or collection of a loan, account, or other Lender product or service made or extended in a commercial entity of which the undersigned is a principal, member, guarantor or other party. The Applicant(s), individually and/or by the signature(s) of its authorized representative below, hereby certifies that: the foregoing has been carefully read by the Applicant and is given to Business Capital Solutions, Inc. for the purpose of obtaining the credit described above and other credit from time to time in whatever form; the information in this application and any other documents or information submitted in connection with this Application or any other credit request are true and correct statements of the Applicant's financial condition and may be treated by the Lender as a continuing statement thereof until replaced by a new Application or until the Applicant specifically notifies the Lender in writing of any change; and the credit requested herein and any other credit obtained from the Lender by the Applicant on the basis of the information contained in this Application shall be used solely for business and commercial purposes. The Applicant and each Guarantor authorize the Lender to: verify at any time any information submitted to the Lender by or on behalf of the Applicant and/or any Guarantor; obtain further information concerning the credit standing of the Applicant, its representatives and Guarantors; and exchange such credit information with others. The Applicant agrees to provide additional information, financial or otherwise, upon request and agrees that, unless otherwise directed by the Applicant in writing, all statements and notices regarding any credit granted by the Lender to the Applicant shall be mailed to the Applicant at the address shown above. Any person(s) signing below is duly authorized and empowered to request credit on behalf of the Applicant.

IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT

To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account. What this means for you: When you open an account, we will ask you for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

SIGNATURES

SIGNATURE	PRINTED NAME	TITLE	DATE

