Business Loan Checklist

When considering a loan to expand or improve your business, our experienced commercial loan officers will help you identify the loan that is best suited for your unique business needs and walk with you through the process from beginning to end. The following business loan checklist will help you prepare for the loan process.

Business Loan Checklist:

- ☐ Loan application (Bank Form)
- ☐ Business financial statements for past three years including:
  - o Current balance sheet and income statement dated within 90 days
  - o Current debt schedule (Bank Form)
  - o Accounts receivable listing
  - o Accounts payable listing
- ☐ Business federal tax returns for past three years
- ☐ Personal financial statement for each Principal / Borrower / Guarantor
- ☐ Copies of business's checking account banking statements for past three months
- ☐ Also:

For Corporations:	For LLC's:	For Partnerships:
Articles of Incorporation	Articles of Organization	Partnership Agreement
By-Laws	Operating Agreement	

SBA loan documentation may also include:

- ☐ Business plan to include projections for the first 3 years of operation (Start-Up Business)
- ☐ Copies of two most recent consecutive months' bank statements verifying liquid assets on the personal financial statements
- ☐ Individual federal tax returns for past three years for all Borrowers / Guarantors
- ☐ Management resume(s) for each Owner/Principal (Bank Form)
- ☐ Affiliate Info: Federal tax returns for past three years, plus balance sheet and income statement dated within 90 days

Other documentation based on the type of loan:

- ☐ **For Real Estate Loans**: Business lease or proposed lease terms or executed purchase agreement and escrow instructions
- ☐ **Real Estate Refinance**: Copy of the original Settlement Sheet and Copy of the Note to be refinanced
- ☐ **For Construction Loans**: Preliminary cost breakdown with builder name
- ☐ **For Ground Lease / Leasehold Transactions**: Copy of ground lease
- ☐ **For Business Start-up / Business Expansion / Change of Business Ownership**: Budget detail with intended expenditures, purchase agreement with allocation of purchase price, and federal tax returns for Seller for past three years

Note: 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 or apply for a loan we will ask 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.

Central Valley Community Bank

Strong. Solid. Unchanging Values.

www.cvcb.com • (800) 298-1775

EQUAL HOUSING LENDER
Member FDIC