



## 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 and 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 borrowers' expense, to be charged by way of monthly premiums added to the borrower's loan payment amount.