COMMERCIAL LOAN — INITIAL SUBMISSION CHECKLIST

Documents required from the borrower/guarantor to submit for approval

Borrower / Entity Name: _____

Guarantor(s): _____

Loan Amount & Purpose: _____

Date: _____

1. Entity & Ownership Documents

- ☐ Completed loan application (Done by Lender)
- ☐ Articles of Organization / Incorporation
- ☐ Operating Agreement / Bylaws
- ☐ EIN confirmation letter (IRS Form CP 575 or 147C)
- ☐ List of members, partners, or officers with ownership %

2. Borrower & Guarantor Financials

- ☐ Personal Financial Statement (PFS), signed and dated
- ☐ Personal tax returns — 3 years, all schedules
- ☐ Business tax returns — 3 years, all schedules
- ☐ Business financial statements — last 3 years *— balance sheet & P&L*
- ☐ Year-to-date interim financial statements
- ☐ Debt schedule (all outstanding business & personal debt)
- ☐ Photo ID for each guarantor (Done by Lender)
- ☐ Credit authorization/credit report release (Done by Lender)

3. Property Information (if applicable)

- ☐ Purchase agreement or contract
- ☐ Current rent roll
- ☐ Property operating statements — last 2-3 years

Notes / Outstanding Items: