Basic Commercial Loan Checklist Template

**Business Information:**

Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Established: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Structure (e.g., LLC, Corporation, Sole Proprietorship): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Loan Purpose:** |
| Purpose of the Loan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Loan Amount Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Financial Statements:** |
| Last 3 Years of Business Tax Returns  Last 3 Years of Profit and Loss Statements  Last 3 Years of Balance Sheets  Cash Flow Statements for the Past Year |

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| **Business Plan:** | **Personal Financial Information (for each owner):** |
| Executive Summary  Business Description  Market Analysis  Organization and Management  Sales Strategies  Funding Request  Financial Projections | Personal Tax Returns for the Last 3 Years  Personal Financial Statements |

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| **Collateral:** | **Legal Documents:** |
| Description of Collateral  Value of Collateral  Ownership Documents | Business Licenses and Permits  Articles of Incorporation or Organization  Partnership Agreements (if applicable)  Any Existing Loan Agreements |

**Other Supporting Documents:**

Business Credit Report

Personal Credit Reports for All Owners

Resumes of Key Management

Copy of Lease or Deed for Business Premises