

# INFORMATION REQUEST CHECKLIST

## PERSONAL INFORMATION

- \_\_\_\_\_ Last Three Years Personal Tax Returns on all persons owning 20% or more of applicant business
- \_\_\_\_\_ Personal Financial Statement on all persons owning 20% or more of applicant business (form enclosed)
- \_\_\_\_\_ Personal Profile on all persons owning 20% or more of applicant business (form enclosed)
- \_\_\_\_\_ Personal Profile on all spouses of persons owning 20% or more of applicant business (form enclosed)

## APPLICANT BUSINESS INFORMATION

- \_\_\_\_\_ Last Three Year Business/Corporate Tax Returns on applicant business
- \_\_\_\_\_ Last Three Years Fiscal Year End Financial Statements on applicant business
- \_\_\_\_\_ Current Interim Financial Statement on applicant business (must be no older than 60 days)
- \_\_\_\_\_ Schedule of Fixed Debt on applicant business (form enclosed)
- \_\_\_\_\_ Copies of any and all notes to be refinanced
- \_\_\_\_\_ One Year Sales & Expense Projections (form enclosed) Must Include assumptions
- \_\_\_\_\_ History of applicant business (form enclosed)
- \_\_\_\_\_ Listing of accounts payable and accounts receivable

## REAL ESTATE / EQUIPMENT INFORMATION

- \_\_\_\_\_ Copy of real estate earnest money contact
- \_\_\_\_\_ Estimates of any proposed Construction / Renovation / Remodeling
- \_\_\_\_\_ Plans, specifications, and details of any proposed construction
- \_\_\_\_\_ List of machinery, equipment, furniture & fixtures, now owned by applicant business

## SELLER'S INFORMATION (If Business Purchase)

- \_\_\_\_\_ Cost breakdown of assets (i.e. real estate, equipment, inventory, goodwill, etc.) being purchased
- \_\_\_\_\_ List of machinery, equipment, furniture & fixtures, and inventory to be purchased from seller
- \_\_\_\_\_ Three Years Business / Corporate Tax Returns on sellers business
- \_\_\_\_\_ Last Three Years Fiscal Year End Financial Statements on sellers Business
- \_\_\_\_\_ Current Interim Financial Statement on seller business (must be no older than 60 days)