

# Full Documentation Loan Application Checklist



Depending on your full documentation loan type, please provide the following information to complete your loan application.

## APPLICATION

- Commercial Loan Application

## BUSINESS INFORMATION

- Business Debt Schedule
- Fiscal Year End Financial Statement (3 years, if available)
- Federal Tax Return; schedules, statements, K-1's (3 years)
- Interim Financial Statement (no older than 60 days)
- Accounts Receivable and Accounts Payable Agings (same date as business interim financial statement) Last three (3) months of business checking statements Lease or Rental Agreement on existing business location

## AFFILIATE INFORMATION (AS APPLICABLE)

- Business Debt Schedule
- Fiscal Year End Financial Statement (3 years, if available)
- Federal Tax Return; schedules, statements, K-1s (3 years)
- Interim Financial Statement (no older than 60 days)
- Description of Business Operation

## LEGAL ENTITY DOCUMENTATION

- Articles of Incorporation
- Partnership Agreement
- Articles of Organization
- Fictitious Business Name Statement

## PRINCIPAL / GUARANTOR INFORMATION (For

those with a 20% or more ownership interest in the business)

- Personal Financial Statement, less than 60 days old
- Federal Tax Return (3 years); all schedules, statements, K-1s, and W-2s (needed for outside income)

## BUSINESS ACQUISITION / STOCK BUYOUT

- Purchase Agreement with asset
- allocation Business Plan
- Business Income Projections with Assumptions Seller Tax Returns (3 years)
- Interim Business Financial Statement (no older than 60 days)

## REAL ESTATE LOAN

- Preliminary Title Report
- Environmental Questionnaire, and any prior Environmental Reports
- Owner Occupancy: \_\_\_\_\_ %
- Copies of all Tenant Leases, if applicable

### For Purchase:

- Property Description (include sq. ft.)
- Purchase Agreement with counter offers

### For Refinance:

- Copy of Note(s) to be refinanced

### For Construction / Improvements:

- Description of Project (include sq. ft.)
- Contractor's Estimate / Bid or Contract
- Plans & Specs

### For Investor Property:

- Operating Statement for the property (3 years)
- Tenant Rent Roll
- Financial Information for Tenants that occupy >20%

## SBA LOAN

- Franchise Agreement, if applicable
- IRS / SBA Form 4506T, to verify tax information
- By-Laws, for 7(a) loans only

These documents can be uploaded to our secure server at <http://bmclending.com/upload-your-documents>

Thank you for your loan application and files