



# Business Loan Application Checklist

Please provide the following information to complete your loan application.

## APPLICATION

- Legends Bank business 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-1's (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

(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-1's and W-2's (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