



## Member Business Loan Checklist

### **Required Forms:**

- Member Business Loan Application – completed, dated, and signed. “Loan Purpose/Use of Proceeds” must be defined on application.
- Business ownership documents/operational authority. All credit union business loans require unlimited guarantee of business owners.

### **Financial Information Required – Business:**

- Signed Business Tax Returns – 3 years
- Signed Year-End Business Financials – 3 years
- Signed Interim Financial Statement(s) for most recent closed period. Financial statements at a minimum will include balance sheet, income statement & statement of cash flow. Credit Union may require reviewed or audited financial statements.
- Signed Schedule of Liabilities
- Signed Schedule of Real Estate Owned
- Signed Business Tax Returns for Guaranteeing Entities – 3 years, *including K-1 Statements for all S Corporations, Partnerships, & Limited Liability Companies*

### **Financial Information Required – All Personal Guarantor(s)**

- Personal Financial Statement – completed, dated, and signed
- Signed Personal Tax Returns – 3 years

### **Investment Real Estate Information Required:**

- Copy of Purchase Agreement
- Rental Income/Expenses – minimum of 3 years
- Current Rent Roll – minimum of 3 years
- Copies of Leases

