

## **Commercial Finance Checklist**

### **Business Information**

- Financial Statements 2007, 2008, 2009 & 2010 Interim
- Federal Tax Returns 2007, 2008, & 2009
- Rent Roll – term commence-expire, sq. footage/ unit, lease type (NNN, Gross, Modified Gross), scheduled payments, payment rec'd,
- Business Debt Schedule
- Mortgage Balance Report – full, current note amortization report
- Loan Payment History
- Projections
- History and Description

### **Personal Information**

- Financial Statement – each guarantor - see attached
- Federal Tax Returns (3 years)
- Resumes / Management Description
- Authorization for credit review – see attached

### **Other Information - Note: do not order new reports**

- Appraisal Report – most recent
- Environmental Site Assessment Report(s) – most recent
- Leases
- Articles of Inc. / Bylaws or Partnership / LLC Agreement