

## **BANK LOAN APPLICATION INFORMATION**

The Loan Application Package varies from lending institution to institution. A pre-qualification conversation with a Loan Officer from your potential lending institution is recommended. Inquire as to the specific documentation required for your first face-to-face meeting. Frequently the following information is requested.

- A brief letter outlining the amount requested, purpose of request, suggested repayment schedule and source of repayment funds
- A lending institution application form
- Business Plan describing your business current and planned operations and demonstrates how the loan will further your company's business goals
- Financial Statements for your business including Balance Sheet<sup>①</sup> and Profit and Loss (P&L)<sup>②</sup> Statements
  - Last fiscal year-end statements
  - Current interim statements
  - Financial statements for the previous two years
- Financial Statements for each principle (owner, partners, primary stockholders)<sup>③</sup>

In addition the lending institution may ask you to provide any of the following, depending on your situation.

- Business Income Tax Return for up to three (3) years
- Personal Income Tax Return for each principle for up to three (3) years
- Projected P&L which forecasts revenue and business expenses for the term of the loan
- Projected Cash Flow which forecasts actual cash surplus or deficit for the term of the loan
- Resume for each business managing employee detailing education and work experience with emphasis on experience in the business or industry
- Copy of the Purchase or Franchise Agreement
- Copy of any Lease Agreement and Key Employee Insurance Policy.

① Records the total assets, liabilities and net worth of a business on a particular date such as the end of a month, fiscal quarter or year

② Details business revenue, expenses and the resulting profit or loss for a given period of time

③ Lists personal assets, liabilities and net worth giving the lending institution a picture of the financial condition of each