



COMMERCIAL LOAN APPLICATION CHECKLIST - General

The following is an initial checklist of information to be provided to Piccone Financial Assoc. LLC from a potential Commercial Borrower or from a referral source (i.e. Accountant, Attorney, Loan Broker, Other Source):

The following represents information that may or may not be requested by the investors or banks in connection with its consideration of a loan requested by a business. In general, investors or banks will request all information that it considers relevant to its underwriting process. The list is not all-inclusive and additional information may be required. A complete list will be provided to the applicant by the investors or banks.

GENERAL – Required of all borrowers

- _____ 2 Years Tax Returns (Business)
- _____ 2 Years Tax Returns (Borrower/Co-Borrowers)
- _____ 2 Years Financial Statements/Operating History(Business) (**SIGNED**)
- _____ Personal Financial Statement (Borrower/Co-Borrower (**SIGNED & DATED**))
- _____ Signed Rent Rolls
- _____ Copies of all Lease Agreements
- _____ 3 months bank statements showing rent deposits to support claimed rental income

BUSINESS DOCUMENTATION

- _____ Articles of Incorporation (Corporate)
- _____ By Laws (Corporate)
- _____ Operating Agreement (LLC)
- _____ Articles of Organization or Formation (LLC)
- _____ Partnership Agreement
- _____ EIN Certificate or Tax Payer Identification Certification
- _____ Corp. resolution authorizing financing
- _____ Trade Name Affidavit
- _____ Trust Agreement
- _____ Business Plan (Include marketing information, projected cash flows for 3 years, analysis of competition, demographics, résumé's of principals, etc.)

SBA

- _____ SBA personal financial statement
- _____ Complete business plan including 3 year pro forma projections including 12 mo. Cash flow, balance sheet, profit and loss
- _____ SBA Loan package
- _____ SBA referral agent agreement

COLLATERAL INFORMATION

REAL ESTATE

- _____ Appraisal (to be ordered by bank)
- _____ Legal Description of Property/Address
- _____ Environmental Assessment – Phase I, Phase II if available
- _____ Copy of Lease Agreements
- _____ Rent Rolls (See enclosed form)
- _____ Operating History (See enclosed form)
- _____ Copy of the deed, insurance and all tax bills