

Document Checklist

All applications need the following: Please use this checklist as a guide before submitting application. All documents are required. Incomplete application packages are subject to disqualification.

- CREDIT APPLICATION
- BUSINESS QUESTIONNAIRE
- EFT/ ACH AGREEMENT
- PERSONAL BANK STATEMENTS (3 MOS) (IF APPLICABLE)
- PERSONAL TAX RETURN (3 YRS) (IF APPLICABLE)

- BUSINESS TAX RETURN (3 YRS)
- BUSINESS BANK STATEMENTS (3 MOS)
- BUSINESS FINANCIAL STATEMENTS (INTERIM)
 - COMPANY BALANCE SHEET (WITHIN 30 DAYS)
 - COMPANY INCOME STATEMENTS (WITHIN 60 DAYS)

- CREDIT REPORT
 - Dun and Bradstreet
 - Consumer Bureau Inquiry
- COPY OF MEDICAL LICENSE/ CERTIFICATE
- CUSTOMER STATEMENT OR STORY- Using company letterhead, write the history of the business, date opened, location, target customer base, etc. Explain in detail any credit problems, legal issues, liens etc. Please answer the questions of who, what, when, where, why and how about your business. By providing a true overall view of the business will assist our credit department to better understand your financing request.

All Lease applications need the following in addition to the above:

- LEASE PROPOSAL LETTER
- SIGNED LEASE AGREEMENT WITH APPLICABLE SCHEDULE(S)
- DIRECT DRAFT PAYMENT (ACH)
- ARTICLES OF INCORPORATION (5013-C)
- VENDOR QUOTE WITH EQUIPMENT DESCRIPTION AND SERIAL NUMBER(S)
- PURCHASE OPTION
- DELIVERY RECEIPT/ RECEIVING DOCUMENT
- LOAN GUARANTY
- COPIES OF DRIVERS LICENSE (IF APPLICABLE)
- COPIES OF EIN DOCUMENT

Occasionally, additional documents will be requested that may not be listed above. Each transaction is different and therefore, different documentation may be required. This guide only lists the basic forms necessary to begin any financial transaction(s).

Signature: _____
Date: _____