



Woodsville · Piermont · Lisbon · Littleton · Lancaster · Plymouth · Franconia

## BUSINESS LOAN APPLICATION CHECKLIST

*In order to streamline the loan review process, please provide the following:*

- 1. Resume for owner(s) and/or key management listed on application.
- 2. Current Personal Financial Statement and Individual Federal Tax Returns for the previous 3 years for each person who owns 20% or more of the Business.
- 3. \_\_\_\_\_ Business Financial Statements and/or Federal Income Tax Returns for the previous 3 years  
\_\_\_\_\_ Interim Financial Statements incl. Balance Sheet and Income Statement within 90 days.  
\_\_\_\_\_ Accounts Receivable and Payable Agings dated within 90 days of application.  
\_\_\_\_\_ Cash Flow projections for the next 12 months or calendar year.

*\*please sign and date financial statements and tax returns submitted to the BANK.*

- 4. A list of existing Business loans including original date and amount, current balance, monthly payment amount, maturity date, and interest rate *if space on application is insufficient.*
- 5. Brief history of your company and a statement about the expected benefits from the proposed loan.
- 6. If you are buying machinery or equipment with the proceeds of the loan requested, include a detailed list of the equipment and its cost.
- 7. Comment on your company's present and future competition in its marketplace.
- 8. If your business has subsidiaries or affiliates, provide the names and relations of the related entities and current financial statements for each.
- 9. If the loan application involves the purchase of real estate or a business, include the Purchase & Sales Agreement, along with any additional information such as listing sheets, legal description, and/or historic financial statements for the business being purchased.

*Construction loans only:*

- 1. Include the construction budget and detailed cost estimates for the proposed project.
- 2. Identify the general contractor, key subcontractors, and include any construction agreements.
- 3. Provide a set of construction plans, including specifications, a site plan, and/or survey.
- 4. Submit copies of any permits, including building, driveway, septic, zoning, or special exception.