

BUSINESS LOAN CHECKLIST

Congratulations on taking the next step in growing your business. We have developed this checklist to outline important information needed for a loan application. The information you provide will allow us to get to know you better and help to expedite the approval process.

Tell us more about yourself:

- Business Loan Application
- Current and previous addresses within the last 5 years.
- Other names used (i.e. maiden name, alias or AKA).
- You may also submit a copy of your resume if you feel it is important to your application.

Let us better understand your business plan.

Please submit a set of your projected financial statements (these forms can be found at unitedelpaso.com) including profit and loss, income statement and balance sheet, and also include the following key points:

- Executive summary
- Company description
(mission statement, location, key employees)
- Market research that has been done
(target demographic, competitors and legal requirement impacting company or industry)
- Products and services
- Market and sales plans
- Financial projections for the first 24 to 36 months
- Please describe cost/value of personal or business property that will be used to secure a loan.

Please share your important personal financial information, too:

- Please submit your personal and/or business income tax returns for the previous 3 years.
- Please submit your signed personal financial statements.

If available, please provide us with:

- Business licenses and registrations required for you to conduct business
- Corporate Documents
- Copies of contracts you have with any third parties
- Franchise agreements
- Commercial leases

ADDITIONAL REQUIREMENTS FOR SPECIFIC LOANS

Real Estate Loans

- Please submit your sales contract to purchase.

Investment Real Estate Loans

- Please submit your rent roll or lease contracts.

Lines of Credit

Please submit the following information:

- Accounts receivable (aging)
- Inventory list
- Accounts payable

We know that having a strong financial partner is key to making your business dream a reality. If you have questions or need more information concerning anything on this checklist, please don't hesitate to contact us and we will be more than happy to help you continue along your path to business success.

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