



Business Loan Application Checklist

Palm Beach County, Florida

The following checklist is provided to assist with the process of gathering basic information related to a loan request. Additional items may be required as the loan request moves through our review and underwriting process.

- Business Loan Application (*Form provided*)
- Required Documents and Attachments:
 - Business Tax Returns: Prior 3 Years
 - Management Resume – (*Form provided if needed/upon request*)
 - Personal Tax Returns: Prior 2 Years
- Business Financial Statements: Balance Sheet & Profit & Loss Statement
- Interim Financial Statements - Not Older Than 60 Days
- Personal Financial Statement – (*SBA Form 413 provided*)
- Statement of Personal History – (*SBA Form 912 provided*)
- Business Plan
- Succession Plan – (*Form provided*)
- Month-to-Month Projections with Assumptions – (*Form provided*)
- Purchase or Lease Agreement
- Appraisal Report
- Warranty Deed
- Phase I Environmental Assessment
- Phase II Environmental Assessment
- Quotes on Machinery & Equipment - On Provider Letterhead
- Quotes on Construction/Renovation - On Provider Letterhead
- By-Laws and Articles of Incorporation
- Application Fee: \$ _____
- Other

If you have any comments, questions, or concerns, please contact your Loan officer.