

Loan Checklist

Ownership Information

- Completed Credit Application

For All Individuals / Spouses with 20% or More Ownership, Please Provide:

- Completed Personal Financial Statement
- 3 Years Personal Federal Tax Returns
- Management Resume

Site Information

- Summary of Project Cost (form attached)
- Copy of Purchase & Sale Agreement (for Acquisitions & New Construction Projects)
- Copy of Equipment Bids (If applicable)
- Copy of Construction Contract (for New Construction / Remodel Projects)
- Copy of Notes to be Paid Off (for Refinance Projects)
- Copy of Drawings, Site Plan & Elevations (for New Construction Projects)
- Copy of Permits (If available, for New Construction Projects)
- Copy of Property Leases (If applicable)
- Copy of Environmental Reports (If available)

Business Information

- 3 Years Business Federal Tax Returns & Financials (balance sheet, profit & loss)
- Current Year to Date interim business financials (balance sheet, profit & loss)
- Affidavit of Ownership (form attached)
- Schedule of Business Debt (form attached)
- Copy of corporate documents (articles of incorporation, partnership agreement, LLC articles of organization...)
- Business Plan with Projections (For New Construction & Acquisitions. We can assist)
- Please provide 3 Years Tax Returns, Year to Date Financials and Schedule of Debt for all entities owned 20% or more by individuals with 20% or more ownership in the borrowing entity.

PLEASE RETAIN COPIES OF ALL DOCUMENTS FOR YOUR RECORDS.

The Equal Credit Opportunity Act (ECOA) and Fair Credit Reporting Act (FCRA) require creditors to retain all documents provided in credit application packages for a period of at least 12 months from the date of application. We do not provide copies.

Coast Commercial Credit™

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