



CORPORATE BANKING
 P.O. BOX 370
 DEARBORN, MICHIGAN 48121
 PH 313.216.3600
 dfcufinancial.com

Business Loan Application Checklist

Member/Org Number	Business Name	Date
-------------------	---------------	------

Documentation to be collected and completed before application is considered "complete":

√ Description

Business Documents

- Business Loan Application** with required fields filled out accurately
- 3 years Business Financial Statements** prepared by an outside firm for Borrower and any Corporate Guarantors. Preferred not to be company prepared. They **MUST** include an **income statement and balance sheet**. The financial statements options are:
 - ◆ **Tax Returns, including all schedules and a company prepared balance sheet OR**
 - ◆ **Compiled, including all footnotes OR**
 - ◆ **Reviewed, including all footnotes OR**
 - ◆ **Audited, including all footnotes**
- Year to date interim company prepared financial statement – Balance Sheet and Income Statement (only needed if their yearend was over 3 months ago)
- Most recent 3 months of accounts receivable aging and accounts payable aging
- Business Debt Schedule** (tells what debt they currently have, including leases)
- Purchase Order/Purchase Agreement/Invoice (only needed if acquiring assets)

Personal Documents

- 3 years **Personal Tax Returns** for all Owners, including **all** Schedules, K-1's, etc.
- Personal Financial Statement** (PFS) completed & signed for each Owner (each may provide his/her own form, but must sign and complete page 4 of the DFCU form – authorizes us to pull credit)

Real Estate Documents

- Real Estate Information Sheet**
- Environmental Questionnaire**
- Rent Roll** (only when there is real estate that has tenants in the building)

Name of Employee Collecting Information	Branch	Extension
---	--------	-----------