



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

√	Description	Resource
Business Documents		
<input type="checkbox"/>	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: <ul style="list-style-type: none"> ◆ 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 	Borrower to provide
<input type="checkbox"/>	Year to date interim company prepared financial statement – Balance Sheet and Income Statement (only needed if their yearend was over 3 months ago)	Borrower to provide
<input type="checkbox"/>	Most recent 3 months of accounts receivable aging and accounts payable aging	Borrower to provide
<input type="checkbox"/>	Most recent 3 months account statements (to determine best DFCU account option)	Borrower to provide
<input type="checkbox"/>	Business Debt Schedule (tells what debt they currently have, including leases)	Borrower to provide Form on DFCU Website
<input type="checkbox"/>	4506T signed for the Borrower, Corporate Guarantors and each Individual Guarantor	Borrower to provide Form on DFCU Website
<input type="checkbox"/>	Application with required fields filled out accurately	Borrower to Provide Form on DFCU Website
<input type="checkbox"/>	Purchase Order/Purchase Agreement/Invoice (only needed if acquiring assets)	Borrower to provide
<input type="checkbox"/>	Business Non-Member Record (for all Non-Members)	Borrower to Provide Form on DFCU Website
Personal Documents		
<input type="checkbox"/>	3 years Personal Tax Returns for all Owners, including all Schedules, K-1's, etc.	Borrower to provide
<input type="checkbox"/>	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)	Borrower to provide Form on DFCU Website
<input type="checkbox"/>	Business Non-Member Record (for all Non-Members)	Borrower to Provide Form on DFCU Website
Real Estate Documents		
<input type="checkbox"/>	Real Estate Information Sheet	Borrower to Provide Form on DFCU Website
<input type="checkbox"/>	Environmental Questionnaire	Borrower to Provide Form on DFCU Website
<input type="checkbox"/>	Rent Roll (only when there is real estate that has tenants in the building)	Borrower to Provide Form on DFCU Website

Name of Employee Collecting Information	Branch	Extension
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