

Loan Application Checklist

Required
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Received
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This checklist has been provided to assist you through the process of gathering the necessary information to expedite your loan request. Complete information will be necessary to process your loan application.

Each applicant must complete the following Loan Application Forms (provided by Civis Bank):

YES	<input type="checkbox"/>	Loan Request Form.
YES	<input type="checkbox"/>	Management Profile(s) Complete for all principals (20% or greater ownership) or any general manager (regardless of ownership percentage).
YES	<input type="checkbox"/>	Statement of Personal History (SBA Form 912) Complete for all principals (20% or greater ownership or any company officer).
YES	<input type="checkbox"/>	Personal Financial Statement(s) Complete for all principals (20% or greater ownership). Must be dated not over 60 days old. Must be prepared jointly with spouse, if married.
YES	<input type="checkbox"/>	Business History.
YES	<input type="checkbox"/>	Business Debt Schedule. This schedule must be dated the same as the Interim Financial Statement requested below.
YES	<input type="checkbox"/>	IRS Form 4506 “Request For Copy or Transcript of Tax Form”.
YES	<input type="checkbox"/>	Applicant Authorization. Please have each individual sign and date this authorization.

Each applicant must also attach the following supporting documents:

YES	<input type="checkbox"/>	Business Financial Statements and Tax Returns. Income statements, balance sheets, accounts payable and receivables (if applicable), and tax returns for the prior three fiscal year-ends. After photocopying financial statements and tax returns, re-sign in blue ink and affix current date. Include all schedules and attachments.
YES	<input type="checkbox"/>	Interim Business Financial Statement. Income statement and balance sheets not more than 60 days old. After photocopying financial statements please re-sign in blue ink and affix current date.
YES	<input type="checkbox"/>	Personal Tax Returns. Complete federal tax returns and all attached schedules for the past three (3) years from each individual with 20% or greater ownership in the applicant business. After photocopying tax returns, re-sign with blue ink and affix current date.
YES	<input type="checkbox"/>	Copies of Bank Statements. Attach photocopies of your personal and/or business bank statements that evidence sufficient cash resources to meet (at a minimum) your required down payment.
YES	<input type="checkbox"/>	Filed Articles of Incorporation & By-Laws, Fictitious Name Statement, Business License, Partnership Agreement, Articles of Organization or Trust (whichever is applicable).
YES	<input type="checkbox"/>	Legible Photocopy of both sides of Driver’s License. Provide for each borrower and/or guarantor.

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Depending on the specifics of your transaction you may need to supply the following additional information. Civis Bank will advise you if this information is required:

<input type="checkbox"/>	<input type="checkbox"/>	Projections (2 year minimum). Projections are required for all start-up and change of ownership situations and must be month-by-month for the first 12 months and annual thereafter.
<input type="checkbox"/>	<input type="checkbox"/>	Assumptions to Projections. Provide detailed explanation of how the revenue and expense figures were derived along with all supporting documentation.
<input type="checkbox"/>	<input type="checkbox"/>	Immigration and Naturalization Authorization (non U.S. Citizen only).
<input type="checkbox"/>	<input type="checkbox"/>	Affiliate Information. Income statements, balance sheets, accounts payable and receivables (if applicable), and tax returns for the prior three fiscal year-ends as well as an interim financial statement not more than 60 days old and an even dated Business Debt Schedule. After photocopying financial statements, re-sign in blue ink and affix current date. An affiliate is considered to be a person or company with a financial stake in the applicant concern that influences, controls or has the ability to influence or control the business or the applicant or that of a related entity.
<input type="checkbox"/>	<input type="checkbox"/>	Business Plan. Business plans are required for all start-up and most change of ownership situations.
<input type="checkbox"/>	<input type="checkbox"/>	Franchise Documents (UFOC and Franchise Agreement).
<input type="checkbox"/>	<input type="checkbox"/>	Photocopy of the Purchase and Sale Agreement or Letter of Intent. Copy of the Purchase and Sale Agreement or Letter of Intent is required for all start-up and most change of ownership situations.
<input type="checkbox"/>	<input type="checkbox"/>	Copies of any promissory notes that are to be refinanced along with payment history for each note.
<input type="checkbox"/>	<input type="checkbox"/>	Environmental Questionnaire.
<input type="checkbox"/>	<input type="checkbox"/>	<u>For Hotel/Motel Transactions:</u> Hotel Questionnaire Form (provided) AND trailing 12 months of financials.
<input type="checkbox"/>	<input type="checkbox"/>	<u>For Gas Station/C-Store Transactions:</u> Detailed revenue report evidencing gasoline sales vs. inside sales AND Gas Station/C-Store Questionnaire Form AND Gas Station/C-Store Stats Form .
<input type="checkbox"/>	<input type="checkbox"/>	<u>For Real Estate Transactions:</u> Copy of the Warranty Deed and Survey for the property. Note: Providing these items along with your loan application may reduce your overall closing costs.
<input type="checkbox"/>	<input type="checkbox"/>	<u>For Transactions Involving Construction:</u> Borrower Construction Questionnaire AND Copies of all bids and/or estimates for construction & renovation projects.
<input type="checkbox"/>	<input type="checkbox"/>	<u>For Day Care/Assisted Living/Other Care Facility Transactions:</u> Copy of the most recent annual inspection report.
<input type="checkbox"/>	<input type="checkbox"/>	<u>For businesses involving any form of food service:</u> Copy of the most recent health code inspection report.
<input type="checkbox"/>	<input type="checkbox"/>	Other: