



Commercial Real Estate Loan Checklist

Required Forms:

- Service Request Form
- Business Loan Discussion Draft
- Signed Business Loan Application

Required Financial Information – Business:

- Business tax returns – 3 years
- Year-to-date financial statement – if more than 90 days from fiscal year end
- Business debt schedule
- Business credit report – CUBG can provide upon request

Required Financial Information – Individuals/Guarantors:

- Personal financial statements with complete real estate schedule
- Contingent liabilities schedule – if applicable
- Personal credit report – CUBG can provide upon request
- Personal tax returns – 3 years (W-2 for current year if tax return not available)
- Schedule K-1s for each entity reported on personal tax returns
- Business tax returns for guaranteeing entities – 3 years

Real Estate Information:

- Purchase and sale agreement
- Historical rental income and expenses
- Pro forma income and expenses
- Current rent roll and leases

Other Information:

- Copy of entity filings and ownership verification
- Company information and website address

CUBG Notes:

1. Depending on the loan request, additional information may be required for underwriting.
2. Underwriting begins when all requested information is submitted to CUBG.
3. CUBG recommends all financial information be signed and dated by the borrowers and guarantors.



Equipment Loan Business Loan Application Checklist

Required Forms:

- Signed Business Loan Application
- MBL Discussion Draft - *completed by credit union staff*
- Copy of Ownership Information
 - Sole Proprietorship – DBA Filing*
 - LLC – Articles of Organization; Operating Agreement*
 - Corporation – Articles of Incorporation; bylaws; resolutions*
 - Partnership – Partnership Agreement*

Financial Information Required - Business:

- Signed Business Tax Returns – 3 years
- Signed Business Financial Statements – 3 years
- Signed Business Debt Schedule

Financial Information Required - Guarantors:

- Signed Personal Financial Statements
- Personal Debt Schedule
- Signed Personal Tax Returns – 3 years
- Signed Business Tax Returns for Guaranteeing Entities – 3 years
 - Including K-1 statements for all S corporations, partnerships & limited liability companies*

Equipment Information Required:

- Copy of Purchase Agreement or Proforma
- Confirmation of value if equipment is to be refinanced or purchased used
- Discussion of use of equipment and expected benefits

Optional Information:

- Website or Company Information
- Financial Projections – required for start-up or major change
- Business Plan Including Management Resumes – required for start-up or major change



Commercial Real Estate Construction Loan Checklist

Required Forms:

- Service Request Form
- Business Loan Discussion Draft
- Signed Business Loan Application

Required Financial Information – Business:

- Business tax returns – 3 years
- Year-to-date financial statement – if more than 90 days from fiscal year end
- Business debt schedule
- Business credit report – CUBG can provide upon request

Required Financial Information – Individuals/Guarantors:

- Personal financial statements with complete real estate schedule
- Contingent liabilities schedule – if applicable
- Personal credit report – CUBG can provide upon request
- Personal tax returns – 3 years (W-2 for current year if tax return not available)
- Schedule K-1s for each entity reported on personal tax returns
- Business tax returns for guaranteeing entities – 3 years

Construction Information:

- Purchase and sale agreement
- Plan and cost breakdown
- Contractor agreement
- Contractor due diligence
- Construction control information and draw schedule
- Pre-lease commitments

Other Information:

- Copy of entity filings and ownership verification
- Company information and website address

CUBG Notes:

1. Depending on the loan request, additional information may be required for underwriting.
2. Underwriting begins when all requested information is submitted to CUBG.
3. CUBG recommends all financial information be signed and dated by the borrowers and guarantors.



Owner Occupied Real Estate Loan Checklist

Required Forms:

- Service Request Form
- Business Loan Discussion Draft
- Signed Business Loan Application

Required Financial Information – Business:

- Business tax returns – 3 years
- Year-to-date financial statement – if more than 90 days from fiscal year end
- Business debt schedule
- Business credit report – CUBG can provide upon request

Required Financial Information – Guarantors:

- Personal financial statement with complete real estate schedule
- Contingent liabilities schedule – if applicable
- Personal credit report – CUBG can provide upon request
- Personal tax returns – 3 years (W-2 for current year if tax return is not available)
- Schedule K-1s for each entity reported on personal tax returns
- Business tax returns for guaranteeing entities – 3 years

Collateral Information:

- Description and value of real estate to be purchased or refinanced with loan
- Description and value of non-real estate collateral assets

Other Information:

- Copy of entity filings and ownership verification
- Company information and website

CUBG Notes:

1. Depending on the loan request, additional information may be required for underwriting.
2. Underwriting begins when all requested information is submitted to CUBG.
3. CUBG recommends all financial information be signed and dated by the borrowers and guarantors.



Non-Real Estate and Term Loan Checklist

Required Forms:

- Service Request Form
- Business Loan Discussion Draft
- Signed Business Loan Application

Required Financial Information – Business:

- Business tax returns – 3 years
- Year-to-date financial statement – if more than 90 days from fiscal year end
- Business debt schedule
- Business credit report – CUBG can provide upon request

Required Financial Information – Guarantors:

- Personal financial statement with complete real estate schedule
- Contingent liabilities schedule – if applicable
- Personal credit report – CUBG can provide upon request
- Personal tax returns – 3 years (W-2 for current year if tax return is not available)
- Schedule K-1s for each entity reported on personal tax returns
- Business tax returns for guaranteeing entities – 3 years

Collateral Information:

- Invoice for asset(s) to be purchased with loan
- Valuation of collateral assets currently owned

Other Information:

- Copy of entity filings and ownership verification
- Company information and website

CUBG Notes:

1. Depending on the loan request, additional information may be required for underwriting.
2. Underwriting begins when all requested information is submitted to CUBG.
3. CUBG recommends all financial information be signed and dated by the borrowers and guarantors.



Line of Credit Loan Checklist

Required Forms:

- Service Request Form
- Business Loan Discussion Draft
- Signed Business Loan Application

Required Financial Information – Business:

- Business tax returns – 3 years
- Year-to-date financial statement – if more than 90 days from fiscal year end
- Business debt schedule
- Business credit report – CUBG can provide upon request

Required Financial Information – Guarantors:

- Personal financial statements with complete real estate schedule
- Contingent liabilities schedule – if applicable
- Personal credit report – CUBG can provide upon request
- Personal tax returns – 3 years (W-2 for current year if tax return not available)
- Schedule K-1s for each entity reported on personal tax returns
- Business tax returns for guaranteeing entities – 3 years

Required for Lines of Credit Secured by Accounts Receivable and/or Inventory:

- Accounts receivable aging – last fiscal year and current period
- Accounts payable aging – last fiscal year end and current period
- Inventory report – last fiscal year end and current period
- Sales in dollars – for each of the top 5 customers of the most recent year
- Purchases in dollars – from each of the top 5 vendors of the most recent year

Other Information:

- Copy of entity filings and ownership verification
- Company information and website address

CUBG Notes:

1. Depending on the loan request, additional information may be required for underwriting.
2. Underwriting begins when all requested information is submitted to CUBG.
3. CUBG recommends all financial information be signed and dated by the borrowers and guarantors.



Non-Profit Loan Checklist

Required Forms:

- Service Request Form
- Business Loan Discussion Draft
- Signed Business Loan Application

Required Financial Information:

- Business tax returns (IRS Form 990) – 3 years
- Year-to-date financial statement – if more than 90 days from fiscal year end
- Business debt schedule
- Business credit report – CUBG can provide upon request

Collateral Information:

- Invoice for asset(s) to be purchased with loan
- Valuation of real estate owned or to be purchased with loan

Other Information:

- History with management and/or board information
- 501(c)(3) documents/IRS acknowledgment of non-profit status
- Website address

CUBG Notes:

1. Depending on the loan request, additional information may be required for underwriting.
2. Underwriting begins when all requested information is submitted to CUBG.
3. CUBG recommends all financial information be signed and dated by the borrowers and guarantors.



Faith Based Loan Checklist

Required Forms:

- Service Request Form
- Business Loan Discussion Draft
- Signed Business Loan Application

Required Financial Information:

- Fiscal year-end financial statements – 3 years
- Year-to-date financial statement – if more than 90 days from fiscal year end
- Business debt schedule
- Business credit report – CUBG can provide upon request

Collateral Information:

- Invoice for asset(s) to be purchased with loan
- Valuation of real estate owned or to be purchased with loan

Other Information:

- Church history with management and/or board information
- 501(c)(3) documents/IRS acknowledgment of non-profit status
- Religious institution addendum
- Website address

CUBG Notes:

1. Depending on the loan request, additional information may be required for underwriting.
2. Underwriting begins when all requested information is submitted to CUBG.
3. CUBG recommends all financial information be signed and dated by the borrowers and guarantors.