

Small Business Borrowing Readiness

Document Checklist

Business Basics

- Legal business name
- Ownership structure (LLC, S-Corp, etc.)
- EIN (or SSN if sole proprietor)
- Business address
- Years in business
- Business licenses / registrations
- Articles of incorporation / organization
- Operating agreement / bylaws

Owner Information

- Government-issued ID
- Personal contact details
- Ownership percentages
- Resumes or bios for key owners
- Personal financial statement

Financial Information

- Last 2–3 years of business tax returns
- Year-to-date profit & loss statement
- Balance sheet
- Cash flow statement
- 12-month cash flow projections
- Business bank statements
- Accounts receivable aging
- Accounts payable aging

Debt & Obligations

- Schedule of current business debts
- Details of existing loans or credit lines
- Copy of existing commercial leases

Loan Request Details

- Amount requested
- Purpose of funds
- Preferred repayment term
- Collateral (if applicable)
- Source of down payment

Supporting Documents

- Business plan or executive summary
- Lease, mortgage, or property documents
- Purchase agreements, vendor quotes, or estimates
- Insurance documents (if applicable)
- Real estate appraisals (if applicable)
- Description of collateral assets

Ready to get started? Connect with our business specialists!



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