

# Business Loan Application Checklist

Thank you for your interest in applying for a Business/Commercial Loan with Bank of Luxembourg. You can count on us to do everything we can to help you with your financing needs. This document is intended as a guideline to help expedite the application process; we encourage you to call one of our Commercial Lending Experts for guidance at any time.

*Please follow these instructions to have your request reviewed.*

- Sign the Release Authorization Form
- Complete the Schedule of Business Debt
- Complete Rent Roll - if applicable

*Additional documents required to process your request:*

- Copies of the business Federal Tax Returns for the last three years.
  - Copies of the personal Federal Tax Returns for the last three years for each shareholder who owns 20% or more of the business. For sole proprietorships and individuals purchasing rental property in their own name, only the personal returns are required. Please remember to include K-1 information for all business ventures.
  - Most recent year over year interim balance sheet, income statement and AR/AP Aging Report for your business, if available.
  - Personal financial statement for each individual who owns 20% or more of the business
    - The personal financial statement (PFS) can be found in the business loan section of the business tab of the Bank of Luxembourg's website.
  - If applying as an LLC, LLP or Corporation, provide copies of Articles of Incorporation, Operating Agreements and/or By-Laws.
  - Real Estate Purchase Transactions: Copy of the fully executed Offer to Purchase, Real Estate Condition Report & Realtor name and phone number.
  - Information regarding the collateral used to secure the loan (vehicle information/copies of titles/payoff information and amounts).
  - Copy of most recent bank statements and loan payment history
- Additional information may be needed, depending on the nature of your loan.

# Tell us about your business....

Please tell us how we can help you with your business needs. Check all that apply.

- Refinancing existing debt
- Managing the temporary cash flow shortages my business experiences every year
- Finance the purchase of new or used equipment
- Assistance with financing the purchase of an existing business or buy-out of a partner
- Refinance existing commercial mortgage
- Real estate acquisition loan
- Construction financing for commercial real estate
- Letter of Credit needs
- Unsecured financing
- Cash management solutions that will reduce my checking account service charges

At this time, the amount I think I would like to borrow is \$

In order for us to be as beneficial as possible, please provide some information on your business and its owners:

Legal Business Name:

Business Tax ID #:

Phone Number:

Email Address:

Business Physical Address:

Mailing Address:

Briefly Describe Your Business:

Year Business Began:

Counties Served:

Current Ownership Title and %:

Owner Information

Name:

Social Security Number:

Phone Number:

Email Address:

Home Address:

Date of Birth:

Current Employer/Job Title:

**Please include a copy of driver's license**

Owner Information

Name:

Social Security Number:

Phone Number:

Email Address:

Home Address:

Date of Birth:

Current Employer/Job Title:

**Please include a copy of driver's license**

# Release Authorization Form

To Whom It May Concern:

I/we hereby authorize Bank of Luxemburg to verify my past and present employment earning records, bank accounts, loan balances and loan payoffs, stock holdings, and any other asset balances that are needed to process my loan application. I further authorize Bank of Luxemburg to order a consumer credit report and verify other credit information, including past and present mortgage and landlord references. It is understood that a photocopy of this form will also serve as authorization.

The information the lender obtains is only to be used in the processing of my application for a loan.

Print Name

Print Name

\_\_\_\_\_  
Borrower's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Borrower Signature

\_\_\_\_\_  
Date





