

COMMERCIAL REAL ESTATE LOAN CHECKLIST

Thank you for your interest in obtaining a business loan from **Georgia Banking Company**. It is our goal to provide you with the highest level of service by answering any questions that you may have and by processing your request quickly. In order to adequately evaluate your loan request; please provide the information listed below:

- _____ Completed application
- _____ Personal Financial Statement, signed and dated by applicant.
- _____ Personal Tax Returns, last three years.
- _____ Business financial statements for the past three years.
At a minimum, these should include a balance sheet and income statement.
- _____ Business tax returns, including all schedules for the past three years (Corp., partnerships)
- _____ Signed copy of Real Estate Purchase Contract.
- _____ Legal Description of property being acquired.
- _____ For new businesses or expansions, applicant should provide a current business plan, which should include, at a minimum, a 24-month cash flow projection.
- _____ Rent role.
- _____ Environmental assessment report.
- _____ Description of collateral (real estate, equipment list, accounts receivable, inventory, etc.)
- _____ Valuation of collateral, (describe how value was determined).
- _____ Applicant should provide names, addresses and phone numbers of major trade creditors.
- _____ Resumes of owners and key managers.

NOTE: All financial statements, including business statements and tax returns, should be signed and dated by the applicant.