



COMMERCIAL LENDING CHECKLIST

The forms and exhibits indicated below are needed to assemble an application for a commercial loan at Mars Bank. By submitting a complete loan package, you will ensure the fastest processing possible.

PERSONAL INFORMATION

Personal Information is required on all guarantors and/or all individuals who own **20% or more** of the business.

- Personal Financial Statement (see attached)
- Personal Tax Returns – Last 3 years (Form 1040 or 1040A) with all supporting schedules, IRS extensions & K-1's
- Resume or Bio of guarantors
- Copy of valid identification

BUSINESS INFORMATION

All Business Information must be signed or dated by the borrower.

- Business Plan – required for start-ups, working capital, and when requested by the lender.
- Business Financial Statements – three most recent years certified
- Business Tax Returns (Form 1120, 1120S, or 1065) for most recent three years. Please include all schedules with returns.
- Interim Statements – dated within 90 days of application.
- Projections of Earnings – Required if less than 3 years of historical statements are available.
- A/R and A/P Aging
- Debt Schedule
- Work in Process if you are a contractor
- Organizational Documents

WHERE COMMERCIAL REAL ESTATE IS INVOLVED

- Purchase Agreement/Sales Contract
- Real Estate Property Survey
- Estimate of construction or renovation costs
- Construction Contract
- Rent Roll – listings of tenants, lease information and terms
- Leases and addendums
- Historical Operating Statements of property (3 years)
- Environmental Questionnaire or Phase I if available
- Copy of old appraisal if available
- Copy of old title policy if available
- Tax receipts of all parcels

MISCELLANEOUS INFORMATION

- Buyers Orders/Invoices of purchase
- Franchise Agreement
- Affiliated Business Statements – if owners, guarantors own a controlling interest in other businesses, please submit 3 years Business Financial Statements of each affiliate.
- Bank billing statement of loan that is to be paid off or refinanced

THANK YOU for considering Mars Bank