



# INTERNATIONAL CITY BANK

*Business made personal*

## Small Business Loan Application Checklist

Thank you for choosing International City Bank regarding your business financial needs. Please complete and provide the following documents to help us better understand your loan request. Certain items of the checklist may not be applicable to your loan application.

- Business Loan Application**
- Request for Transcript of Tax Return** (IRS Form 4506-T), if applicable.
- Correspondence describing your business plan**, however brief. Information about your company which would help us understand your business. Examples might be: your original business plan, brochures about your products or services, newspaper or magazine articles about you or your company. Also, describe the purpose of or need for financing and how your company plans to repay the loan.
- Legal entity documents which reflect the status and ownership of your company**
  - DBA: A current Fictitious Business Name Filing Statement
  - Corporation: Filed Articles of Incorporation, Statement of Information-Domestic Stock, and Corporate Bylaws
  - Partnership: Partnership Agreement, filed LP-1 Statement (for limited partnership), filed GP-1 (for general partnership),
  - LLC: Operating Agreement, Statement of Information, filed LLC-1
- Collateral information**
  - For purchase transactions: Purchase and Sale Agreement, certified escrow instructions, copy of lease(s), and current rent roll
  - For refinance transactions: Copy of Promissory Note(s) to be refinanced, copy of current loan statement with current lender's information, copy of lease(s), and current rent roll
- Financial Data about your company and yourself.** This would include:
  - Fiscal year end company financial statements for the last three years
  - The most recent interim company financial statements such as your quarterly statements
  - Company tax returns for the last three years
  - A complete Personal Financial Statement for you, and any other borrower or guarantor
  - Personal tax returns for the last three years for you, and any other borrower or guarantor
  - Budgets, income/expense projections, pro forma balance sheets, as applicable

**Any other information you feel might be helpful.** Examples: your work orders, your accounts receivable and payable agings, a inventory of your fixed assets including equipment and vehicles, or copies of recent bank statements

If you need assistance or have any questions about your loan application, please do not hesitate to contact us.