

# LOAN CHECKLIST: OWNER-OCCUPIED

## ITEMS NECESSARY TO ISSUE A LETTER OF INTEREST

- \_\_\_\_\_ Short Form Loan Presentation *(See Attached Form)*
- \_\_\_\_\_ Personal Financial Statements on all Borrowers/Guarantors  
*(Dated within the last 60 days)*
- \_\_\_\_\_ Borrower's/Guarantor's Personal Federal Income Tax Returns  
*(Last 3 years)*
- \_\_\_\_\_ Interim Business Financial Statements  
*(Dated within the last 90 days)*

## ITEMS NECESSARY TO ISSUE A COMMITMENT LETTER

### Personal/Individual Information ( ≥20% Ownership)

- \_\_\_\_\_ Resumes of all Borrowers, Guarantors & Key Management Personnel *(See Attached Form)*  
*(Name, age, title, ownership, responsibilities, qualifications, investor property experience, financial/accounting responsibilities)*
- \_\_\_\_\_ Personal Credit Report *(See Attached Form)*  
*(Please provide an explanation for any derogatory items)*

### Business Documents/Information (Subject holding company, operating company & affiliates)

- \_\_\_\_\_ Business History & Description *(See Attached Form)*  
*(Name, location, date of org., background, business activity, strategies, competition, website...)*
- \_\_\_\_\_ Business Federal Income Tax Returns  
*(Last 3 years)*
- \_\_\_\_\_ Business Financial Projections (If Applicable)  
*(Start-Ups, Expansions)*
- \_\_\_\_\_ Business Debt Schedule (Detailed & Dated) *(See Attached Form)*  
*(Should match interim balance sheet)*
- \_\_\_\_\_ N/A A/P & A/R Aging Reports (If Applicable)

### Other

- \_\_\_\_\_ Executed Purchase Agreement (If Applicable)
- \_\_\_\_\_ Copy of Existing or Proposed Leases (If Applicable)

## ITEMS NECESSARY PRIOR TO LOAN DOCUMENTS

- \_\_\_\_\_ Acceptable Appraisal Report  
*(Required prior to commitment for special use properties)*
- \_\_\_\_\_ Acceptable Environmental Questionnaire and/or Environmental Site Assessment Report
- \_\_\_\_\_ Copy of Articles of Incorporation, Corporation Bylaws or Partnership Agreement & Certificate of Good Standing
- \_\_\_\_\_ Preliminary Title Report & Proposed Vesting
- \_\_\_\_\_ SBA Authorization Agreement (If Applicable)
- \_\_\_\_\_ Additional Items as Indicated on the Closing Checklist  
*(A closing checklist will be provided within approximately 36 hours of receiving the commitment letter.)*

*Please fax or email loan applications and required documents*

# Short Form Loan Presentation

**Borrower(s):**

**Guarantor(s):**

**Purpose:**

(Purchase or refinance...)

**Loan Terms:**

Loan Amount -

Interest Rate -

Prepayment Penalty -

Loan Fee -

Term -

**Ownership Structure:**

**History & Background of the Subject Holding Company, Operating Company and/or Affiliates:**

(Name, location, date of org., background, business activity, strategies, competition, website...)

**Management Bio:**

(Name, age, title, responsibilities, qualifications, investment property experience, financial accounting responsibilities, # of Employees...)

**Property Description:**

(Pictures, square footage of building/site, structural type, age, economic life, condition, zoning, space use %...)

**Personal Credit History:**

(FICO Score, Available Revolving, Public Records, Historical Delinquencies...)

**Business Credit History:**

*Enter Data in the Green Fields*

**Sources/Uses Template**

<b>Uses of Funds:</b>	Purchase Real Estate		
	FF&E		
	Other Soft Costs / Closing Costs		
	Bank Fees		
	<b>Total Uses of Funds</b>		
<b>Sources of Funds:</b>	Zions Bank Loan	#DIV/0!	
	Bank Loan	#DIV/0!	
	Other	#DIV/0!	
	Owner Equity	#DIV/0!	
	<b>Total Sources of Funds</b>	<b>#DIV/0!</b>	

**Comments** (Fee breakdown, seller carry back terms, seller credit explanation, etc.)

The applicant borrower must have a minimum equity in the subject real property of at least 20% of the lower of the purchase price or current appraised market value. Purchase finance structures that provide a seller carry-back or other family or third party financing on full stand-by in a junior lien position may be included in the 20% equity, provided the borrower's cash injection is at least 10%

# MANAGEMENT RESUME

(COPY AS NEEDED FOR ALL PRINCIPALS AND MANAGEMENT)

*Optional Template*

Complete all sections using full first, middle and maiden names --- no initials. If an item is not applicable, please indicate. Duplicate form as needed. You may include additional relevant information on a separate sheet.

## PERSONAL INFORMATION

First Name	Middle Name	Maiden Name	Last Name
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## EDUCATION

### College or Technical Training

Institution Name and Location	Dates Attended From/To	Major	Degree or Certificate

## WORK EXPERIENCE (List chronologically, beginning with present employment)

1) Company Name / Location	From	To	Title
Duties			
2) Company Name / Location	From	To	Title
Duties			
3) Company Name / Location	From	To	Title
Duties			

## INVESTOR PROPERTY EXPERIENCE

1) Company Name / Location	From	To	Title
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# HISTORY OF BUSINESS

Company Name

Use separate attachments to answer questions if necessary.

## NATURE OF BUSINESS

## WHEN AND HOW WAS BUSINESS ESTABLISHED?

## TYPE OF PRODUCTS / SERVICES

## CUSTOMER PROFILE

## LIST KEY CUSTOMERS

## LIST MAJOR COMPETITORS

## MAJOR SUPPLIERS

## GEOGRAPHICAL SALES AREA

## MAJOR PAST ACCOMPLISHMENTS

## FUTURE PLANS FOR GROWTH / EXPANSION

## HOW WILL THIS LOAN BENEFIT YOUR COMPANY?

WILL THE FUNDING OF THIS LOAN CREATE NEW EMPLOYMENT OPPORTUNITIES?

IF YES, STATE HOW:

## BUSINESS DEBT SCHEDULE

**COMPANY NAME:** \_\_\_\_\_

**DATE:** \* \_\_\_\_\_

INDEBTEDNESS: Furnish the following information on all installment debts, contracts, notes and mortgages payable. Indicate by an asterisk (\*) items to be paid by loan proceeds and reason for paying same (present balance should agree with latest balance sheet submitted). Do not include accounts payable or accrued liabilities.

CREDITOR Name/Address	ORIGINAL DATE	ORIGINAL AMOUNT	PRESENT BALANCE	INTEREST RATE	MONTHLY PAYMENT	MATURITY DATE	COLLATERAL / SECURITY
<b>TOTAL PRESENT BALANCE **</b>							
<b>\$0</b>							

\* Date should be the same as interim Financial Statement      \*\* Total must agree with balance shown on interim balance sheet

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*