

COMMERCIAL LOAN APPLICATION CHECKLIST

Please review the following for specific items needed to support your request. Heritage Bank will review your submission and advise you of any supplementary information that may be required to complete your application.

BUSINESS	ATTACHED
Commercial Loan Application Form (Signed and Dated)	<input type="checkbox"/>
Business Federal Tax Returns - 3 Most Recent Years Including All Schedules, Statements, Amendments, K-1s. Must be signed & dated. Do not include State returns.	<input type="checkbox"/>
Business Financial Statements - 3 Most Recent Years Balance Sheet and Income Statement with accountant notes if applicable	<input type="checkbox"/>
Interim Financial Statements - No More than 60 Days Old Current Year-To-Date (no more than 60 days old) and Prior Year-To-Date. Balance Sheet and Income Statement	<input type="checkbox"/>
Accounts Receivable and Accounts Payable Aging Report As of the same date as the most recent financial statements provided. If any accounts are > 90 days past due, please explain.	<input type="checkbox"/>
Business Debt Schedule	<input type="checkbox"/>
Bank Statements for Business Deposit Account(s) Two most recent bank statements covering at least a two month period	<input type="checkbox"/>
Additional Information If the answer is "yes" to any question in section 4 of the commercial loan application, please include attachments/explanations.	<input type="checkbox"/>
Franchises:	
Copy of Franchise Agreement	<input type="checkbox"/>
Copy of Leases for Locations to be Financed	<input type="checkbox"/>
NON-PROFITS	ATTACHED
CPA Audited Financial Statements - 3 most recent Years	<input type="checkbox"/>
Interim Financial Statements - No More than 60 Days Old Current Year-To-Date (no more than 60 days old) and Prior Year-To-Date. Balance Sheet and Income Statement	<input type="checkbox"/>
List of Board Members	<input type="checkbox"/>
OWNERS (>20%) AND GUARANTORS	ATTACHED
Personal Financial Statement Beneficial State Bank Form. Include copies of account statements to verify liquidity.	<input type="checkbox"/>
Personal Federal Tax Returns - 3 Most Recent Years Including All Schedules, Statements, Amendments, K-1s. Must be signed & dated. Do not include State returns.	<input type="checkbox"/>
Executive Biographies/Resumes	<input type="checkbox"/>
Schedule of Real Estate Owned	<input type="checkbox"/>
COLLATERAL SUPPORT INFORMATION (As Applicable)	ATTACHED
Equipment Purchases:	
List/Description of Machinery/Equipment to be Financed	<input type="checkbox"/>
Copy of Purchase Agreement/Purchase Order for Equipment to be Acquired	<input type="checkbox"/>
For All Real Estate:	
Environmental Questionnaire	<input type="checkbox"/>
For Income Properties:	
Rent Rolls Include Unit #s, Unit Description (e.g. 2 bed/1 bath or sq ft per unit), Tenant Names, Current Rate, Payment Status, Lease Maturity, & Extension Option. Include data for occupied and vacant units.	<input type="checkbox"/>
3 years Property Income and Expense Reports	<input type="checkbox"/>
Copies of Lease Agreements Please provide a copy of the lease agreement. For multifamily properties, please provide copy of the standard lease.	<input type="checkbox"/>
For Real Estate Purchases:	
Copy of Purchase Agreement	<input type="checkbox"/>
For Real Estate Refinance:	
Copy of Existing Note(s)	<input type="checkbox"/>