Pre-Qualification Checklist

ARBOR
FINANCIAL CREDIT UNION

PRELIMINARY APPROVAL DOCUMENT CHECKLIST

This packet of information includes the items you will need to complete or provide as part of your pre-approval application. Please use the checklist below to ensure that all documentation and forms are complete and include the necessary information.

A. Business Loan Application Acknowledgement and Agreement (BLAAA) *Please include signatures and social security numbers for both you and your spouse, if applicable, on the BLAAA form. Spouse(s) signatures are required by the SBA regardless of whether or not the spouse is pledging a personal guaranty.*	☐
B. Personal Financial Statement (use the attached) *Please include signatures and social security numbers for both you and your spouse, if applicable, on the CLAAA form. Spouse(s) signatures are required by the SBA regardless of whether or not the spouse is pledging a personal guaranty.*	☐
C. Three (3) years Business Tax Returns of Borrower (including all schedules)	☐
D. Business plan for a business less than two years old or for a business that is expanding or implementing a new strategy. *Projections (to include P&L, Balance Sheet & Cash Flow). Month- to- month cash flow projections for the first year, and second year can be a consolidated income statement projections.*	☐
E. Three (3) years of "Affiliate" Business Tax Returns (including all schedules) *This includes tax returns for any business you own 20% or more of (commonly listed in the Schedule E section of your personal tax return. Affiliates can also be a C Corporation with a separate tax return.)*	☐
C. Three (3) years Personal Tax Returns (including all schedules)	☐
G. Interim Financial Statement (Income Statement and Balance Sheet) *Please include year-to-date income statement and balance sheet for Borrower and businesses included in (Section C) above, no older than 90 days.*	☐
H. Business Debt Schedule (see attached) *• If an existing business, please show all debt currently on balance sheet. The total liabilities for short and long term should equal what is listed on the balance sheet. Please fill out each field completely.* *• If a new business, there may not be any debt as of yet so please write N/A and sign the schedule.* *• If an acquisition of an existing business, please list any debt that will be inherited as a result of the purchase (per the purchase agreement) plus any debt from buying business and identify accordingly.*	☐
I. Proposed Project Costs *For information related to "funds to be provided by Borrower," please list where the funds will be coming from, including type of funds (e.g. liquidation of stock, home equity loan, business or personal cash) and from whom these funds originate.*	☐
J. Environmental Questionnaire *For each transaction where real estate is used as collateral, an environmental questionnaire will need to be completed by the borrower. Based on the results of the document, additional environmental actions/investigation could be necessary. The appropriate document will be provided to the borrower for completion once the type of real estate has been determined (commercial vs. residential).*	☐

PRELIMINARY APPROVAL DOCUMENT CHECKLIST

"I/We hereby apply for the loan or credit described in this application on behalf of applicant business. I/We agree and acknowledge that the information in this loan application or in any related documents is true, accurate and complete as of the date of this application. I/we have made no misrepresentations in this loan application or any other related documents. I/We acknowledge that the representations made in this application will be continuously relied upon by the Lender and the Lender's agents in evaluating the loan application and, if approved, in extending credit in that I/We acknowledge that I/We have the obligation to amend and supplement the information if any material fact shall change prior to closing the loan. I/We acknowledge that the Lender has not made any commitment to approve the loan application and extend credit unless otherwise agreed to in writing.

Lender and Lender's agents are authorized to conduct any inquiries they decide are necessary to verify the accuracy of the information contained in the loan application and the lender and/or Lender's processors and underwriters and servicers, successors and assigns are authorized to obtain credit reports from credit reporting agencies on the loan applicants. I/We agree that we will sign such authorizations as lender may require to obtain information from third parties, including authorization to release and share information with any and all third parties, including third party vendors as lender may deem necessary in the underwriting/approval/due diligence process.

If credit is extended, Lender and/or Lender's servicers, successors and assigns are authorized to obtain credit and other information regarding the loan applicants from time to time during any time that the loan has an outstanding balance under the terms set forth in the business loan agreement. Lender and Lender's agents shall not be liable for any claim arising from the use of information provided by the loan applicants or for providing such information to third parties or others.

I/We understand that Lender will retain this application and any other credit information that Lender receives even if no loan or credit is granted. These representations and authorizations extend not only to lender, but also to any insurer of the loan and to any investor to whom Lender may sell all or any part of the loan. I/We further authorize Lender to provide any such insurer or investor any information or documentation that they request with respect to my/our application or loan.

By signing below you certify that all the information you have given with this application is true and complete. You authorize Lender to verify all your statements with any source, obtain credit and employment history, and exchange information about your credit account experience with Lender."

Borrower:

Borrower and/or Company Name ______________________ Date ______________

By: ______________________ Title: ______________________

Owners*/Guarantors/Spouses (as applicable)

Name ______________ Government Issued Picture ID ______________ Social Security Number ______________

Address ______________________ City/State/Zip Code ______________

Signature ______________________ Date ______________

Name ______________ Government Issued Picture ID ______________ Social Security Number ______________

Address ______________________ City/State/Zip Code ______________

Signature ______________________ Date ______________

Name ______________ Government Issued Picture ID ______________ Social Security Number ______________

Address ______________________ City/State/Zip Code ______________

Signature ______________________ Date ______________

PROPOSED PROJECT COSTS

Real Estate Acquisition $ ______________________________

Construction/Leasehold Improvements $ ______________________________

Equipment, Furniture and Fixtures $ ______________________________

Inventory Purchases $ ______________________________

Acquisition of Existing Business $ ______________________________

Refinance Existing Debt $ ______________________________

Working Capital $ ______________________________

Other ______________________ $ ______________________________

Other ______________________ $ ______________________________

Total Capital Requirements: $ ____________________

Cast to be provided by borrower: $ ______________________________

Cash from Business $ ______________________________

Cash from Personal Accounts $ ______________________________

Home Equity Line of Credit $ ______________________________

Liquidization of Securities $ ______________________________

Personal Line of Credit or Credit Cards $ ______________________________

Other ______________________ $ ______________________________

Other ______________________ $ ______________________________

Funds Provided by Other Sources $ ______________________________

(i.e. Seller Financing)

Total Cash Provided: $ ____________________

Loan Amount Requested: $ ____________________

Note: Total cash provided added to loan amount requested, must equal total capital requirements listed above.

PERSONAL FINANCIAL STATEMENT AS OF

Applicant Information

Name

Date of Birth Social Security Number

Address

City State Zip

Position/Occupation No. of Years

Employer Name/Address

Home Telephone Business Telephone

Spouse Information

Name

Date of Birth Social Security Number

Address

City State Zip

Position/Occupation No. of Years

Employer Name/Address

Home Telephone Business Telephone

Assets

	Applicant	Spouse	Joint
Cash on Hand - Schedule A			
Retirement Accounts - Schedule C			
Securities - Schedule C			
Other Equity - Schedule C			
Accounts Receivable			
Notes Receivable			
Real Estate Owned - Schedule D			
Mortgage and Land Receivable			
Receivable - Schedule D			
Life Insurance - Schedule E			
Automobiles			
Personal Property			
Other Assets (Itemize)			
Total			
Total Assets			

Liabilities

	Applicant	Spouse	Joint
Notes Payable - Schedule B			
Notes Payable - Other Institutions - Schedule B			
Notes Payable - Relatives and Others			
Accounts and Bills Due			
Unpaid Taxes			
Real Estate Mortgages Payable - Schedule D			
Land Contracts Payable - Schedule D			
Life Insurance Loans - Schedule E			
Other Liabilites (Itemize)			
Total			
Total Liabilities			
Net Worth			

Annual Expenses

	Applicant	Spouse	Joint
Federal Income and Other Taxes			
Property Taxes and Assessments			
Insurance Premiums			
Alimony/Support Payments			
Tuition/Education			
Other (Itemize)			
Total			

Sources of Income

	Applicant	Spouse	Joint
Salary			
Bonus and Commissions			
Dividends and Interest			
Real Estate Income			
*Other Income			
Other:			
Total			

*Alimony, child support or separate maintenance payments need not be disclosed unless relied upon as a basis for extension of credit.

Schedule A Deposits (list the names of all institutions where you maintain a deposit account.)

Name of Institution	Name on Account	Type of Account	Deposit Balance	Pledged?	If yes, to whom
				☐ Y ☐ N	
				☐ Y ☐ N	
				☐ Y ☐ N	
				☐ Y ☐ N	
				☐ Y ☐ N	
		Total			

Schedule B Loans payable to Banks and Others

Name of Institution	Name on Account	Line Amount if Line of Credit	Original Balance	Amount Owing	Monthly Payment	Secured by what Assets
	Total					

Schedule C US Governments, Stocks (Listed &Unlisted), Bonds (Gov't and Comm.), and Partnership Interests (General & Ltd.)

# of Shares, Face Value (Bonds) or % of Ownership	Indicate: 1) Agency or Name of Company 2) Type of Investment or Equity Classification	In Name Of	Market Value or Book Value	Pledged?
				☐ Y ☐ N
				☐ Y ☐ N
				☐ Y ☐ N
				☐ Y ☐ N
				☐ Y ☐ N
		Total		

Schedule D Real Estate Owned, Real Estate Mortgages & Land Contracts Receivable (and Related Liabilities)

Property/Address/ Property Description	Title in Name of	Date Acquired	Cost Improvements	Present Market Value	Mortgage or Land Contract Payable		
					Balance Owing	Monthly Payment	Holder
				Total			

Schedule E Life Insurance Carried

Name of Insurance Company	Policy Face Amount	Type of Policy	Owned By	Beneficiary	Cash Surrender Value	Outstanding Loans
Total						

Personal Information

	Applicant	Spouse
Do you have a will, trust or estate plan?	☐ Y ☐ N	☐ Y ☐ N
Partner, officer or owner in any other venture? If yes, please explain on separate sheet.	☐ Y ☐ N	☐ Y ☐ N
Are any assets pledged? Detail in Schedule A.	☐ Y ☐ N	☐ Y ☐ N

	Applicant	Spouse
Income taxes settled through (date)	☐ Y ☐ N	☐ Y ☐ N
Are you a Defendant in any Suits or legal Action? If yes, explain on a separate sheet.	☐ Y ☐ N	☐ Y ☐ N
Have you ever taken bankruptcy? If yes, explain on separate sheet.	☐ Y ☐ N	☐ Y ☐ N

By signing below, I/We certify that the information provided is true, complete, and correct to the best of my/our knowledge and belief. I/We understand that any false statement or misrepresentation of information may result in civil liability, criminal penalties, or a denial of my application. This statement is provided for the purpose of obtaining and maintaining credit with Arbor Financial Credit Union. I/We authorize the Credit Union to make whatever credit inquiries it deems necessary in connection with this financial statement and authorize and instruct any person or consumer reporting agency to furnish Arbor Financial Credit Union any information that it may have or obtain in response to credit inquiries.

☐ **Reg "B" Notice:**
By checking the box, signer(s) of this personal financial statement are indicating they intend to be "joint applicants" on the applied for extension of credit, as defined by the Consumer Finance Protection Bureau. "Joint applicants" means directly applying for an extension of credit and not as a guarantor of an obligation written to another party.

Applicant Signature ______________________________ Date ____________________

Spouse Signature ______________________________ Date ____________________

Business Debt Schedule

Business Name ____________________ Date __________ Signature ____________________

Creditor	*	Original Date	Original Amount	Present Balance	Interest Rate	Monthly Payment	Maturity	Collateral/ Security	Current Y/N	Original Purpose
	☐									
	☐									
	☐									
	☐									
	☐									
	☐									
	☐									
	☐									
	☐									
			Total							

As of: ______________

*Denotes loan to be refinanced with loan proceeds.

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