



THE PEOPLES BANK
MEMBER FDIC

Where PEOPLE come first!

LOAN APPLICATION CHECKLIST

GENERAL APPLICATION MATERIALS

- Loan Application** - Form must be signed by Borrower or authorized representative of the applicant. Please complete pages 2, 3 and 4. Keep page 5 for your records. **Copy of Driver's License(s)** - All authorized individual guarantors and signers.
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BORROWER FINANCIAL INFORMATION (all forms must be signed and dated)

- Financial Statements** – Three (3) years of historical statements.
(Use the Peoples Bank Personal Financial Statement if the Borrower is an individual.)
- Interim Financial Statements** – Latest interim financials to date compared to the same period in the last fiscal year.
- Tax Returns** – Three (3) years of historical returns complete with all schedules.
- Debt Schedule** – If not detailed in Business Financials, complete attached form.
- Accounts Receivable and Accounts Payable Aging Reports** – latest current period.
- Budget and/or Cash Flow Projections** – Corporate Borrower only.
- Copies of Current Non-Peoples Bank Statements** – for the most recent three (3) months.
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GUARANTOR FINANCIAL INFORMATION (all forms must be signed and dated)

- Guarantor Financial Statements** – Corporate guarantors must submit all information listed above under “Borrower Financial Information”. Individual guarantors must submit The Peoples Bank Personal Financial statement form.
- Tax Returns** – Three (3) years of historical returns complete with all schedules.
- Schedule of Real Estate Owned** – Use page 2 of the Personal Financial Statement.
- Verification of Assets** – For individuals, recent bank/brokerage statements to verify liquid assets.
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BORROWER BACKGROUND INFORMATION

- Background Information** – Borrower/Guarantor profile including real estate development and management experience.
- Business Plan** – if applicable.
- Bios for Senior Management**
- Organizational Documents** - Articles of Incorporation; Operating Agreements, Bylaws, Partnership Agreements; Verification of IRS Tax ID number (Will be needed before loan closing).
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ADDITIONAL INFORMATION FOR REAL ESTATE LOANS

- Purchase Agreement** (If financing acquisition).
- Property Operating Statements** - Historical statements for 2 years and Pro Form.
- Current Rent Roll & Copies of Leases**
- Development Plan** (For renovation and construction projects.)
 - Proforma
 - Development Budget including Sources and Uses of Funds
 - Plans and Specs
 - Marketing Plan
 - Background on Development Team