

# Business Loan Application Checklist

*Here's what you need to get started*

Whether you're an existing business owner or starting a new venture, here are some of the documents and financial information we'll need to start processing your loan application.



## All Applicants

- **Business name** (including legal name and assumed name, if any).
- **Type of business** (e.g., Individual, LLC, S Corp, Non-profit, Partnership, etc.). Make sure to include proper documentation such as federal and state tax ID numbers.
- **Brief written description of your project or business plan.**
- **Two years of financial projections.**  
The MMCDC recommends using a Small Business Development Center (SBDC) to prepare the projections; however, the applicant may do so themselves.
- **Amount of requested loan.**
- **A list of what the funds will be used for** (e.g., real estate, new construction, addition, equipment, etc.). Contractor quotes or purchase estimates will be needed.
- **Type and source of equity for the project.**  
Typically, 20% equity is required; however, it can vary based on the specific project.
- **A list of collateral.** If collateral will be real estate, an appraisal and title opinion will be needed (MMCDC will order these).
- **Personal resumé of each business owner or officer.**
- **Personal financial statement of each business owner or officer.**
- **Authorization for credit report.**

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## **For Existing Businesses**

- **Tax returns for the past three years.**
- **Financial statements of the past three years.**
- **Current balance sheet and income statement.**
- **If business is incorporated, we will need copies of the following:**
  - Articles
  - By-laws
  - Certificate of good standing
  - List of shareholders and/or board members
  - Names of any DBA's (Doing Business As)

If the loan application is approved, the following items must be presented before closing:

- Evidence of life insurance on the principal business owner for the amount of the loan
- Appraisal on the real estate to be pledged or purchased.
- Clear title for any real estate that is to be pledged or purchased.
- Any other conditions specific to your particular loan. Your loan officer will discuss with you any other items that you may need.

**If you have any questions about any of the required items or would like more information on how to prepare for a business loan, please contact MMCDC at (218) 847-3191 or stop in and visit us at 119 Graystone Plaza, Suite 100 (in the Graystone Hotel) in downtown Detroit Lakes.**

