Print Form

DOCUMENTATION CHECKLIST

Borrowers:

- ☐ Application & Credit Authorization forms
- ☐ 2006-2008 business financial statements *
- ☐ 2009 current business interim statement *
- ☐ 2006-2008 business tax returns *
- ☐ Last 3 months of business bank statements (summary pages) *
- ☐ Articles of Incorporation *
- ☐ Personal financial statement signed and dated within 3 months
- ☐ 2006-2008 personal tax returns *
- ☐ Copy of personal identification

Note – Personal information requested must be supplied on all authorized signers having 20% ownership or greater in the company.

Vendor/Manufacturer & Equipment:

☐ Invoice(s)/proposal(s) listing equipment description and all associated costs involved along with vendor/manufacturer information

Start Ups (less than 1 year operating):

- ☐ Business plan *
- ☐ Resumes on borrowers

Sale Lease Back:

- ☐ Original invoices, receipts/proof of purchase, digital photos, third party evaluations, appraisals, etc. *
- ☐ Use of Funds (detailed description on what the proceeds will be used for)

Collateral (if applicable):

- ☐ Appraisals, evaluations, pictures, invoices, receipts, etc. on all collateral to be considered to secure financing *
- ☐ Completed facilities list if equipment
- ☐ Completed real estate breakdown form if real estate

Please submit all documentation to: bryan@justconveyors.com

* **Do not send originals**. We can not be responsible for returning or maintaining original documentation.

Submit by Email

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