

## FINANCIAL DOCUMENTS CHECKLIST

**PLEASE PROVIDE THE FOLLOWING:**

- Personal Tax Returns for all owners for the last 3 years (including all schedules and K-1's).
- Current (with an as of date within the last 6 months) Personal Financial Statement(s) for all owners, to include proof of liquidity.
- Business Tax Returns for the last \_\_\_\_\_ years, to include all schedules and K-1's.
- Financial Statements for the last \_\_\_\_\_ years and the most recent month end.
- Interim Business Financial Statement (required when application is submitted more than six months after fiscal year end).
- Accounts receivable aging report and/or Accounts payable aging report, and work in progress report if applicable.
- If assets are owned by Trusts, copies of trust documents.
- Business Entity: Articles of Incorporation, By-Laws, Partnership Agreement, Authorization of Incorporation or Association Resolution, Articles of Organization and Operating Agreement.
- Copy of invoice or contract if funds are to be used to purchase fixed assets.
- Schedule of Corporate and Partnership debt or liabilities not listed on application (including lender name, balance, payment, maturity, collateral). Schedule of all other Borrower or Guarantor debt not noted on front (including lender name, balance, payment, maturity, collateral).
- Management listing and resumes of principals and management of company (details of managers and key personnel).
- Accountant authorization form allowing Re-Source Funding, LLC to contact CPA.
- Business Plan – for businesses open less than 3 years or if business is growing/expanding.
- Other (see attached).

**IF THIS LOAN IS TO BE SECURED BY REAL ESTATE, PLEASE INCLUDE:**

- For Purchase Transactions: Copy of purchase contract and preliminary title report if escrow is already open.
- For Refinance: Copy of the existing Owners Title Policy and Payoff Statement from current lender.
- For Income Property Transactions: Copies of all leases, projected rental income/expenses, financial statements, current/updated rent roll. If held in a separate partnership or corporation, tax returns on entity for last 3 fiscal years. Financial Statements for last 3 years, and financial statements for most recent month end.
- Other

## CREDIT REQUEST PROFILE

NEW  RENEWAL	<b>LOAN PURPOSE/USE OF PROCEEDS:</b>			
	Working Capital	Owner Occupied	Expansion	Inventory Purchases
	Accounts Receivable	Income Producing	Improvements	Refinancing Debt (attach schedule)
AMOUNT OF LOAN REQUEST: \$ _____	Financing	Other Real Estate	Equipment Financing	Other
	Real Estate Financing	_____		_____
		_____		_____
Payment Options:                      Automatic Payment                      Send Bill			How many employees before _____ loan	
If Automatic Payment, indicate Bank checking account number: _____			How many employees after _____ loan	

## BUSINESS PROFILE

Legal Name (under which tax returns are filed)		State of Organization	Federal Tax ID
Company (or DBA) Name		Contact Name	
Date Established	Current Owner Since	Cell Phone	Business Phone
Business Address:			
		City	State                      Zip
Mailing Address:			
		City	State                      Zip

<b>ORGANIZATION STRUCTURE/TYPE:</b> Sole Proprietorship C Corporation S Corporation General Partnership Limited Partnership Limited Liability Corp. Non Profit Other _____	<b>NATURE OF BUSINESS:</b> Accounting/Legal      Finance      Social Services Agriculture      Food      Transportation Communications      Health      Wholesale Contractor/Construction      Insurance      Other (If so, describe) _____ Education      Manufacturing _____ Engineering      Real Estate _____			Does your business currently have a retirement plan?  YES  NO
	Company Website: _____			
Describe your products or services: (Attach any product/service literature)		No. of Locations _____ Where? _____		

**FINANCIAL PROFILE**

Business Accounting Firm	Name _____	Phone Number _____
Business Attorney	Name _____	Phone Number _____
Tax Return Preparer	Primary Bank _____	
What is the average balance of your business checking accounts? \$ _____	Annual Revenues? \$ _____ As of _____	

**PLEASE LIST BELOW ALL BUSINESS AND GUARANTOR DEBT AND CORRESPONDING PAYMENT INFORMATION.**

Lender Name #1	Balance \$ _____	Term or Line?
Payment Amt. \$ _____	Frequency _____	Interest Rate _____
Maturity _____		
Collateral _____		
Lender Name #2	Balance \$ _____	Term or Line?
Payment Amt. \$ _____	Frequency _____	Interest Rate _____
Maturity _____		
Collateral _____		
Lender Name #3	Balance \$ _____	Term or Line?
Payment Amt. \$ _____	Frequency _____	Interest Rate _____
Maturity _____		
Collateral _____		
Lender Name #4	Balance \$ _____	Term or Line?
Payment Amt. \$ _____	Frequency _____	Interest Rate _____
Maturity _____		
Collateral _____		
Lender Name #5	Balance \$ _____	Term or Line?
Payment Amt. \$ _____	Frequency _____	Interest Rate _____
Maturity _____		
Collateral _____		

**QUESTIONS**

YES NO

- Does the business owe any taxes from prior years? If yes, how much \$ \_\_\_\_\_
- Is the business an endorser, guarantor or co-maker for obligations not listed on its financial statement? (contingent liabilities) If yes, how much \$ \_\_\_\_\_
- Is the business or guarantor a party to any claim or lawsuit?
- Do you or the business have any delinquent taxes (i.e., FICA, sales or property taxes)?
- Does borrower or any guarantor have any delinquent taxes?
- Has the business, principals or any related entities ever declared bankruptcy?

## CREDIT REFERENCE AUTHORIZATION

I hereby authorize any Bank, Savings & Loan Association, Financial Institution, Credit Union, Credit Reporting Agency, or any other organization, institution, or persons, that have any records or knowledge of me and/or the Company listed as "Borrower" of which I am an authorized representative to give Resource Funding, LLC any information pertaining to my financial records or credit worthiness. A photographic copy of this authorization shall be as valid as the original and may be attached to the verification forms (if applicable).

## DISCLOSURE OF SHARED INFORMATION

At our discretion, we may share information regarding our transactions and experiences with you to other organizations that are affiliates. At our discretion, we may also share other information with our affiliates unless you notify us not to do so.

## AGREEMENT

Signer(s) certifies that he/she is authorized to execute this Application on behalf of the business named above, and that all information provided, including federal income tax returns, is complete, true and correct. Signer(s) authorizes Re-Source Funding, LLC to obtain personal, consumer, and/or business reports, including inquiries to the Internal Revenue Service, in their names as individuals at any time. If the business is a corporation or partnership, all owners/principals must sign and include their corporate partnership title. I certify that the information contained in this application is true and accurate. I acknowledge that I have read the above disclosures and will retain the copy provided for my records.

1. Signature / Borrower	Title	Date
2. Signature / Borrower	Title	Date
3. Signature / Borrower	Title	Date
4. Signature / Borrower	Title	Date

To be completed by Re-Source Funding, LLC Representative. This application was taken/received:      Face-to-Face      Mail/fax      Telephone      Internet

