SANTA CRUZ
**COMMUNITY**
CREDIT UNION
**B U S I N E S S**

# Business Loan Application Checklist

Thank you for choosing SCCCU for a business loan. A loan officer will contact you within two business days to discuss your loan and any additional documents needed to process your application. Please review the checklists and have the applicable documents from both categories ready.

## LOAN AMOUNT DOCUMENTATION:

### Loans Under $50,000 (Microloans)

- ◯ Completed Member Business Loan Application
- ◯ Entity Documentation (Per Checklist)
- ◯ Current Income Statement and Balance Sheet
- ◯ Personal & Business Tax Returns for the last 3 years, including K-1 Statements (if applicable)

### Loans from $50,000 - $2,000,000

- ◯ Completed Member Business Loan Application
- ◯ Entity Documentation (Per Checklist)
- ◯ Current Income Statement and Balance Sheet
- ◯ Personal & Business Federal Tax Returns for the last 3 years, including K-1 Statements (if applicable)*
- ◯ Personal Financial Statement for each owner
- ◯ Business Debt Schedule

### Business Start-Up

- ◯ Loan Amount Documentation (Per Checklist)
- ◯ Entity Documentation (Per Checklist)
- ◯ Business Plan and Financial Projections (2 years)
- ◯ Current Asset Statement
- ◯ Resume of Key Employees

### Commercial Real Estate Loans

- ◯ Completed Commercial Real Estate Loan Application
- ◯ Entity Documentation (Per Checklist)
- ◯ Current Operating Statement
- ◯ Copy of Current Lease(s)
- ◯ Completed Environmental Questionnaire

## ENTITY DOCUMENTATION:

### Sole Proprietorship

- ◯ Fictitious Business Name Statement*

### Limited Liability Company (LLC)

- ◯ Articles of Organization
- ◯ Operating Agreement
- ◯ Fictitious Business Name Statement*

### Corporations & S Corporations

- ◯ Articles of Incorporation
- ◯ Bylaws
- ◯ Fictitious Business Name Statement*
- ◯ List of Corporate Officers (including Secretary)

### General Partnership (GP) or Limited Partnership (LP)

- ◯ Partnership Agreement
- ◯ Tax ID Number
- ◯ Fictitious Business Name Statement*

### Trust Entities

- ◯ Copy of Executed Trust Certification or Full Trust

### Non-Profit Corporations

- ◯ Articles of Incorporation
- ◯ Bylaws
- ◯ List of Authorized Signatures
- ◯ Board Meeting Minutes (for Board Approval)

*\* For DBA ("doing business as") names, if applicable.*