

Loan Application Checklist

Important Notice

The following checklist includes items that are, or may be, required to complete a loan application with Community Bank of the Bay (CBB). CBB may require additional information prior to making a credit decision.

Required

Personal Information

- Three years' federal tax returns (including all schedules and K-1's) for each applicant / guarantor
- Personal financial statement for each applicant / guarantor*
- Statement of Personal History (Form 1919 is only required when applying for SBA financing)*
- Other items - Specify:

Business Information

- Three years' federal tax returns (including all schedules and statements) for the applicant business / guarantor
- Three years' financial statements (including income statement and balance sheet) that correspond to the tax returns
- Year-to-date financial statements (including income statement and balance sheet) that are less than 90 days old
- Business debt schedule (as of the date of the year-to-date financial statements)*
- Other items - Specify:

Real Estate

- Environmental questionnaire (only required for commercial property; must be signed by seller if applying to finance purchase)*
- Purchase Agreement (if purchasing real estate)
- Construction estimate / cost breakdown (including bid or contract, if available – construction or tenant improvement loans)
- Tenant Rent Roll
- Property operating statement (for most recent fiscal year end or 12 month year-to-date)
- Commercial lease or rental agreement
- Tenant leases
- Real estate description
- Other items - Specify:

May be Required

Miscellaneous Information

- Personal and/or business account statements (most recent 3 months)
- Business accounts receivable and payable agings (as of the same date as the year-to-date financials)
- Business plan
- Executive summary / management resume
- Business income projections
- Three years of seller's personal tax returns (if a Sole Proprietorship including Schedule C's) or business tax returns
- Franchise agreement
- Business purchase agreement
- Plans and specifications (construction or tenant improvement loans)
- Permits and licenses
- 4506 Form*
- Other items - Specify:

* Form will be provided by CBB