



COMMERCIAL LOAN APPLICATION - Check List

Please provide the following if applicable

- A year-end balance sheet and income statement for the previous three years for the company, completed according to generally accepted accounting principles. **OR** The corporate US Income Tax returns for the previous three years.
- A current balance sheet and income statement for the company. These should be less than 60 days old and be completed according to generally accepted accounting principles. A comparable balance sheet and income statement for the company for the same period from the previous year should also be included.
- Aging of Accounts Receivable and Accounts Payable **as of the same date as the most recent balance sheet submitted.**
- Company projections for at least the next 12 months.
- Signed Personal Financial Statements and most current two years. US Income Tax Returns for the owners / guarantor(s).
- Copy of the Purchase Agreement or Invoice, if purchasing real estate or other fixed asset.
- If project involves real estate the following information will be required for the subject building and lot:
 - Square footage, age of building, acreage of lot, and address.
 - Current rent roll, including terms of lease and space occupied by each tenant.
 - Copies of the current lease(s).
 - Historical operating statements (if applicable).
 - An environmental questionnaire (to be provided).
- If project involves construction the following information will be required.
 - Site plan of proposed building.
 - Detailed cost breakdown.
 - Time frame for commencement of construction and estimated completion date.
- Attach the following legal business documents, as appropriate:
 - Partnership Agreement.
 - Articles of Incorporation.
 - Articles of Organization
 - Operating Agreement.
 - DBA Document.

Send all documents to:
Meijer Credit Union
2410 Gaynor Ave. NW
Grand Rapids, MI 49544