

BUSINESS LOAN APPLICATION CHECKLIST

- Member Business Loan Application** – dated within the last 30 days
- Personal Financial Statement** – signed and dated within the last 60 days for each principal/owner
- Trust Agreement** – if borrower, owner or guarantor is a trust, provide a copy of the complete trust agreement

For Sole Proprietors:

- Personal Tax Returns** – last two (2) years, including all schedules and K-1s for each owner, general partner and/or principal officer

For Corporations, LLCs or Partnerships:

- Personal Tax Returns** – last two (2) years, including all schedules and K-1s for each owner, general partner and/or principal officer

please submit one **Audited Business Financial Statements** – last two (2) fiscal years, including all schedules

Business Tax Returns – last two (2) fiscal years, including balance sheet and income statement, and all schedules and K-1s

Entity Documents:

- Sole Proprietorship** – Fictitious Name Statement if in Missouri
- Corporation** – Articles of Incorporation and Certificate of Good Standing
- Partnership** – Partnership Agreement required for Limited Liability Partnerships and Limited Partnerships
- Limited Liability Companies (LLCs)** – Articles of Organization, Operating Agreement and Certificate of Good Standing
- Unincorporated Organization/Association/Club** – Copy of charter, bylaws or minutes showing current officers

ADDITIONAL APPLICATION REQUIREMENTS

Real Estate Loans:

- Phase I report** (if available)
- Most Recent Appraisal** (if available)
- Insurance Policy** (if available)
- Income Property** – copies of all leases, projected rental income and expenses, and two (2) years tax returns (if property held in separate partnership or corporation)
- Purchase Money Transactions** – copy of purchase agreement

Equipment Loans:

- Used Equipment** – copy of the signed purchase agreement between buyer and seller
- New Equipment** – copy of the invoice or purchase order

Asset Secured Lines and Loans:

- Deposit Secured Loans** – account number, date account opened, maturity date, interest rate and account balance

Note: Tax returns must be signed by owner or stamped by preparer, including preparer's address and Tax ID on standard IRS forms

Application Adverse Action Notice

If your gross annual revenues in the previous fiscal year were \$1,000,000.00 or less, and your application is denied, you have the right to receive a written statement of the specific reasons for this denial. To obtain the statement, please contact:

CommunityAmerica Credit Union
Attention: Business Services
9777 Ridge Drive
Lenexa, KS 66219

NOTICE: The federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning this credit is the National Credit Union Administration, Region V (Austin), 4807 Spicewood Springs Road, Suite 5200, Austin, Texas 78759

Right to Receive a Copy of an Appraisal

You have the right to a copy of the appraisal report used in connection with your application for credit. If you wish a copy, please write to us at the mailing address we have provided. We must hear from you no later than 90 days after we notify you about the action taken on your credit application or you withdraw your application.

In your letter, give us the following information: Member name, property address, and loan number (if applicable). Send the letter to:

CommunityAmerica Credit Union
Attention: Business Services
9777 Ridge Drive
Lenexa, KS 66219