

COMMERCIAL LOAN CHECKLIST

Thank you for choosing Exchange Bank for your financing needs! Exchange Bank has been successfully partnering with businesses for over 120 years and we look forward to working with you. In order to complete loan underwriting, we will need the following items.

BUSINESS INFORMATION

- ☐ Last 3 years Tax Returns
- ☐ Current Balance Sheet and Profit & Loss Statement for the business
- ☐ Business Debt Schedule
 - Current lender
 - Current principal balance
 - Current interest rate
 - Current monthly payment
 - Due date
 - Prepayment penalty info
- ☐ Accounts Receivable and Accounts Payable
- ☐ Description of Business/Business Plan (for start-up business)
- ☐ 12 month projections & 3 year projections (for start-up business)
- ☐ Additional items may be requested



INDIVIDUAL GUARANTOR INFORMATION

*For those with an ownership interest in the business

- ☐ Individual Financial Statement- signed & dated
- ☐ Last 3 years Personal Federal Tax Return including all schedules, statements, K1's and W2's.
- ☐ Copy of 2 forms of ID
- ☐ Last 3 years Federal Tax Return for any affiliate businesses owned by current owners of applicant business.
- ☐ Business Debt Schedule for affiliate businesses
 - Current lender
 - Current principal balance
 - Current interest rate
 - Current monthly payment
 - Due date
 - Prepayment penalty info



LEGAL ENTITY DOCUMENTATION

- ☐ Articles of Incorporation
- ☐ Certificate of Incorporation
- ☐ Operating Agreement, Bylaws or Partnership Agreement



EXCHANGE BANK

523 DELAWARE
PERRY, OK 73077
580.336.5531

4301 W. 6TH AVE.
STILLWATER, OK 74074
405.742.0202

310 N. MAIN ST.
STILLWATER, OK 74075
405.742.0202

COMMERCIAL REAL ESTATE

- ☐ Purchase Contract
- ☐ New Construction or Renovation Items
 - Budget
 - Plans
 - Builder Contract
 - Specifications
- ☐ Description of Real Estate
- ☐ Lease Agreements



FOR PURCHASE OF EQUIPMENT OR MACHINERY

- ☐ Detailed description of equipment to be purchased



- ☐ Purchase order or Invoice
- ☐ If refinancing, please provide:
 - Serial Numbers
 - Copy of original Invoice
 - Date of purchase or age of equipment
 - Detailed list of equipment & machinery to be refinanced

STEP BY STEP PROCESS

1. Determine Business need and meet with an Exchange Bank Loan Officer.
2. Provide list of financial information
3. Exchange Bank completes Underwriting. Other items may be requested as needed.
4. Exchange Bank will provide loan approval or denial. All loan decisions are made locally.
5. If the loan is approved, necessary closing information will be ordered/obtained.
6. Closing & Funding of Loan



WE LOOK FORWARD TO WORKING WITH YOU!