



Application Checklist

Alliance Business Capital appreciates the opportunity to assist you with your Commercial Loan Request. In order to submit your loan request to an Underwriter for review we will need your assistance in gathering several financial documents and assembling our Commercial Loan Package. Please note that Alliance is unable to submit partial Loan Packages.

Business and Project Information

Items Needed	Items Completed	
☐	☐	Alliance Business Capital Commercial Loan Application
☐	☐	Estimated Project Cost Worksheet

Business Financial Information (from borrowing entity and business being acquired, if applicable)

Items Needed	Items Completed	
☐	☐	Three (3) years of Federal Business Tax Returns for the application business
☐	☐	Current (dated within 30 days) interim financials – profit and loss, balance sheet and AR/AP aging's
☐	☐	Business Debt Schedule (matching date & balances on the balance sheet)
☐	☐	Signed 4506T
☐	☐	Business Profile
☐	☐	Articles of Organization with Operating Agreement or Articles of Incorporation and By-Laws

Affiliated Business Information (if principal owns a controlling interest of 20% or more in other businesses)

Items Needed	Items Completed	
☐	☐	Three (3) years of Federal Business Tax Returns for the application business
☐	☐	Current (dated with 30 days) interim financials – profit and loss, balance sheet and AR/AP aging's
☐	☐	Business Debt Schedule (matching date & balances on the balance sheet)
☐	☐	Signed 4506T
☐	☐	Business Profile
☐	☐	Articles of Organization and Operating Agreement or Articles of Incorporation and By-Laws

Personal Financial Information (required for all 20%+ owners of applicant business)

Items Needed	Items Completed	
☐	☐	Three (3) years of Federal Personal Tax Returns (must include all schedules including K1 statements etc.)
☐	☐	Signed 4506T
☐	☐	Personal Financial Statement (dated within 30 days of application and signed by spouse if applicable)
☐	☐	Statement of Personal History
☐	☐	Management Resume

Required by USA Patriot Act (required on all 20%+ owners of applicant business)

Please provide a copy of one of the following:

Items Needed	Items Completed	
☐	☐	Legible copy of State Driver's License, Passport, ID or Alien Registration Card (if not a U.S. Citizen)

Application Checklist Continued

Project Specific Items (include as applicable)

Items Needed	Items Completed	
☐	☐	Real Estate Purchase: Purchase Contract or Letter of Intent, past/most recent Appraisal and Environmental Reports if applicable
☐	☐	Business Acquisition: Purchase Contract or Letter of Intent, 4506T signed by Seller
☐	☐	Debt Refinance: Copy of existing Notes to be Refinanced
☐	☐	Start Up Business: Business Plan & (3) Years Projected Income and Expense Statements with Assumptions
☐	☐	Construction Project: Contractor Bids with Detailed Project Cost Breakout
☐	☐	Equipment Purchase: Copy of Purchase Order / Invoice OR Description of Equipment to be Purchased with an Estimate of the Cost
☐	☐	If Business is a Franchise: Copy of Franchise Agreement
☐	☐	If Property is a Gas Station: Copy of Fuel Supplier Agreement, Deed and any EPA Actions
☐	☐	If Property is a Hotel: Copy of current STR Report or other ADO and ADR Reports, Copy of PIP if applicable
☐	☐	If there is not a Current Appraisal: We will need Digital Photos of the Interior and Exterior of the Property
☐	☐	If Property receives Rental Income: A Current Rent Roll will be Required

Miscellaneous Needed Items

Items Needed	Items Completed	
☐	☐	
☐	☐	
☐	☐	
☐	☐	

When Possible:

- Please have your CPA or other Tax Preparer email us the Tax Returns in a PDF Format – uw@alliancebusinesscapital.com

Questions or Need Assistance:

- Call us at 1.866.712.4175 or email us at uw@alliancebusinesscapital.com and we will be more than happy to assist you with any questions or with any of the loan forms.

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