

Business Loan Checklist

Meeting with a Business Lender?

At Biddeford Savings Bank, our knowledgeable, experienced, and helpful lenders are eager to work with you to assist you in making the most of your business.

Often times, the best place to start is with a simple conversation. However, you may save time by bringing the following documentation to your first meeting:

- Brief history of the business
- The amount and purpose of your loan request
- Business income tax returns and financial statements from the past three years
- Personal financial statements for each individual owning 20% or more of the business and their personal income tax returns from the past three years
- Year-to date interim financial statements, including balance sheet, income statement, and accounts receivables and payables aging summary reports
- For commercial real estate, a copies of the existing deed and current property tax bill
- Partnership agreement, Corporate or LLC documents, if applicable
- For construction loans, building plans, budget or schedule of values, copies of building permits and site approvals
- Copy of the purchase order or invoice of equipment with serial or ID numbers, if applicable
- Copy of the purchase and sales agreement, if applicable



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