



RAPID RESPONSE LOAN CHECKLIST UP TO \$25,000

Client Name: _____ **Client Business:** _____
Amount Requested: _____ **Proposed Collateral:** _____

Loan Package Checklist	Yes	No	Not Required	Comments
#1. Completed BOI Loan Application (Form provided by BOI)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
#2. Credit Report Authorization (Form provided by BOI)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Personal Financial Required for All	Yes	No	Not Required	Comments
#3. Guarantor(s) & Co-signer(s) (if applicable)				
• Copy of ID (Driver's License) should be U.S.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Most Recent Paystub (from all jobs including business)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Most Recent Proof of any other Income	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• 3 Months of most recent Personal Bank Statements (all pages for all accounts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Most Recent Signed Personal Tax Return (all schedules and exhibits)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Personal Financial Statement (Form provided by BOI)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Business Financial Information	Yes	No	Not Required	Comments
#4. Borrower /Business Information				
• 3 Most Recent Business Bank statements (all pages for all accounts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• 2 Most Recent Signed Business Tax Return (all schedules and exhibits)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Business Debt Schedule (Form provided by BOI)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Current Financial Statements (Most recent Year-end and Interim Year to Date Income statement and Balance sheet)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Business Debt Schedule (Form provided by BOI)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Copy of SS-4 (Federal EIN#)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Verification of Active Status (INBIZ)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Articles of Incorporation (Corp)/Organization (LLC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• By Laws (Corp.)/ Operating Agreement (LLC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Lease Agreement (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Proof of Insurance - Property/Casualty and Liability (if a loan is closed BOI will need to be added as Loss Payee)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Collateral Description Sheet (Form provided by BOI)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Client Signature:				