

GULF CREDIT UNION

Commercial Loan Checklist



Business Financial Information:

- Business Loan Application (completed, dated and signed)
- Interim Financial Statement for most recent period (signed Balance Sheet & Income Statement)
- Business Tax Returns for the last three years (signed and dated)

Business Documentation: (Include photocopies if applicable)

- Articles of Incorporation & Bylaws
- Partnership Agreement
- Limited Liability Formation Papers
- Assumed Business Name Filing

Owner's Financial information: (signed & dated)

- Individual Financial Statement for each owner of 20% or more
- Individual Tax Returns for the last three years, including K-1 Statements for all S corporations, partnerships and limited liability companies

For Equipment Term Loans:

- Vendor Invoice or Purchase Order photocopy (for equipment purchases)

For Commercial Real Estate Loans:

- Address and Legal Description of property
- Earnest Money Agreement photocopy (if applicable)

For Real Estate Construction Loans:

- Building Plans (if construction)
- Specifications & Detailed Cost Estimates photocopy (if construction)

Once your loan application has been reviewed there may be additional items that will be needed depending on the type of loan request. This could include any business plans, financial projections, appraisals, environmental reports/questionnaires, rental income and expense information for income producing properties, current rent rolls, copies of leases, and contractor agreements, if construction. If you have any questions about any of this information, please contact the Commercial Loan Department.

Tracy Chesser	Courtney Bennett	Derek J. Landry
AVP of Lending	Commercial Loan Processor	Senior Vice President/Chief Lending Officer
NMLS#1490690	NMLS#2649440	NMLS #609669
GCU NMLS #646292	GCU NMLS #646292	GCU NMLS #646292
409.984.7477	409.984.7457	409.984.7434
tchesser@gecu.org	cbennett@gecu.org	dlandry@gecu.org