

## Business Loan Checklist

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Listed are the documents we will need to start processing your application. Please include everything below as part of your application package to ensure the fastest possible response. There is also a **\$500 non-refundable application fee**. Email all applicable documents to [loans@fecca.com](mailto:loans@fecca.com).

### Required primary documentation:

- Completed and signed business loan application.
- Completed and signed personal financial statement for all owners.
- Business Financial Statement – Balance Sheet, Profit, & Loss Statement (last two years).
- Signed Personal Federal Tax Returns with all attached schedules (last two years).
- Signed Business Tax Returns with all attached schedules (last two years).
- Completed and signed IRS Form [4506-T \(Rev. 4-2025\)](#).
- Interim financial statements.
- Documentation of all assets - personal and business.
- Twelve-month payment history for current commercial loans not reported on personal credit.
- Accounts Receivable Aging Report.
- Accounts Payable Aging Report.
- Inventory Listing.
- Current Work/Contracts ID.
- Equipment Listing.
- Name, Phone Number, and Fax Number for Attorney, Accountant, and Insurance Agent Business.
- Corporation/Partnership/Trust Agreement Documents.
- Certificate of Existence or Trade Name Certificate if Sole Proprietorship.
- Leases: Self, Tenants, or other Rent Roll.

### Secondary when applicable:

- Copy of current mortgage statement showing outstanding balance (refinances).
- Copy of Deed, Survey, and Existing Mortgages.
- Copy of Purchase and Sales Agreement, Executed by All Parties.
- Contractors and Cost Estimates of Improvements.
- Written explanation of any previous credit problems.

Lending services at FECA are not available for bars and restaurants, adult/other entertainment, gambling or bingo halls, auto or RV dealerships, properties with unresolved environmental issues, salvage yards, gas stations/oil refineries/pipeline/chemical manufacturing, dry cleaners (unless cleaning is done off-site), skilled nursing care, daycares, marijuana centered businesses or other drug dispensaries.

***Business must be active for three years for secured loans and five years for unsecured loans.***