

DOCUMENT CHECKLIST FOR LOAN CLOSING

Client:
 Business Name, if applicable
 AGL Name
 Other Active AGL Groups or Loans (LI/Mortgages)

Cycle Number
 Loan Closing Date: Status Comments
 Post-Closing Review Date:

DOCUMENT LIST

Personal Information

Loan Application
 Personal bank statements for past 3 months
 Copy of Voided Check (from the account where loan payment will be withdrawn)
 Credit Authorization Form
 Copy of government issued photo ID
 Migratory Status (applicable to TN clients only)
 Personal Tax Returns for last two years Status Comments

Other:
 Business Documentation (For Business Loans)
 Business bank statements for past 3 months
 Business Tax Returns for last two years
 Business Insurance (loans over \$10,000.00)
 Business Insurance with a building, lease and mortgage
 Business Permits/Certifications
 Commercial Activity License (formerly SPL)
 Commercial Activity License (subsequent cycle) - Tax returns & EIN letter
 EIN (if applicable, subsequent cycle)
 Fictitious Business Name (if applicable)
 Flood Zone Verification (Business and Collateral)

Other:
 Certificate of Organization (Applicable to LLC Only)
 Certificate of Incorporation (Applicable to Corporation Only)
 Operating Agreement (Applicable to Corporation Only)
 Corporation - Bylaws (Applicable to Corporation and Limited Partnership (LP) Only)
 Corporation - Limited Partnership - Applicable to Limited Partnership (LP) Only
 Certificate Agreement - Applicable to Limited Liability Limited Partnership Only
 Partnership Registration - Applicable Limited Liability Limited Partnership Only
 Statement of Registration - Applicable Limited Liability Limited Partnership Only



COMMUNITY FIRST FUND

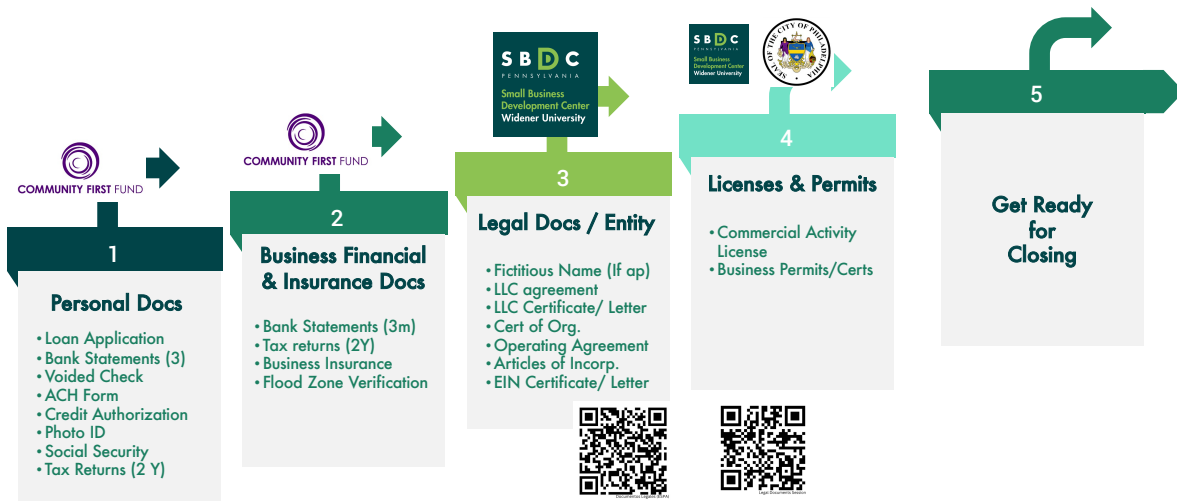
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PENNSYLVANIA SMALL BUSINESS DEVELOPMENT CENTERS



Widener University

DOCUMENTATION REQUIREMENTS FOR CLOSING (AGL)



SBDC Recurring trainings

Complexity & Timing for compliance




Required documentation to close the loan with CFF & to work with a lender

_____ (CFF Lender name)

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Legal Entity	Status	Comments
Loan application		
Last 3 months of personal bank statements		
Copy of voided check		
Credit authorization form		
Government-issued photo ID		
Migratory Status (applicable to ITIN clients only)		
Last two years of personal tax returns		



		Required documentation to close the loan & to work with a business consultant _____ (Widener Consultant name)	
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Legal Entity	Status	Comments	
Fictitious Name			
LLC Certificate / Letter			
Certificate of Incorporation			
Operating Agreement			
Articles of Incorporation			
EIN Certificate / Letter			