

**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 Copy of Voided Check (from the account where loan payment will be withdrawn)  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

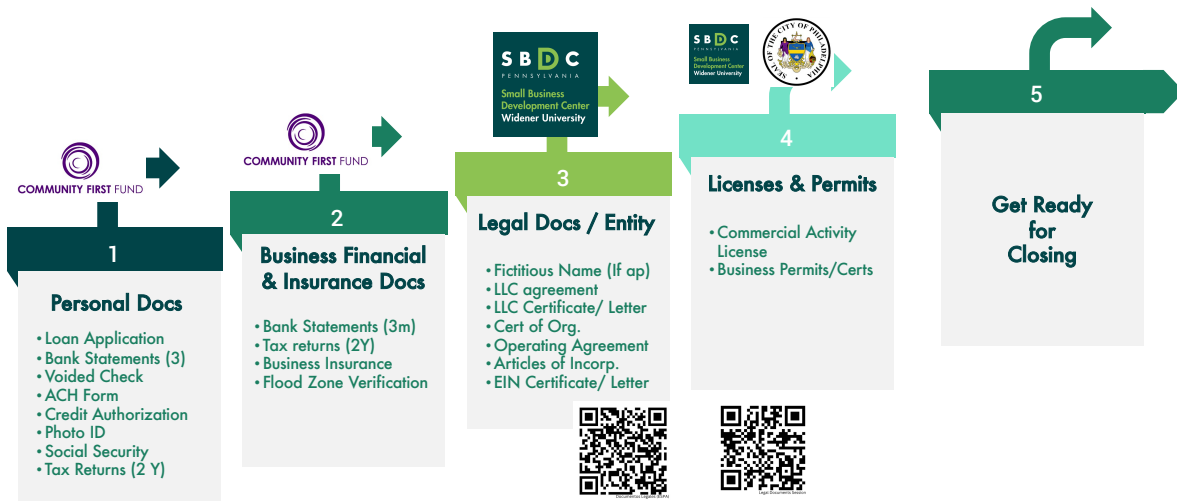
# DOCUMENT CHECKLIST FOR LOAN CLOSING

PENNSYLVANIA SMALL BUSINESS DEVELOPMENT CENTERS



Widener University

## DOCUMENTATION REQUIREMENTS FOR CLOSING (AGL)



SBDC Recurring trainings

Complexity & Timing for compliance



**COMMUNITY FIRST FUND®**

**Documentación requerida para cierre de préstamo con CFF para trabajar con \_\_\_\_\_ ( nombre del prestamista )**

<b>Documentos personales</b>	<b>Completado/ Pendiente</b>	<b>Notas</b>
Formulario de aplicación		
Extractos Bancarios		
Cheque en blanco anulado		
Forma ACH		
Autorización de Crédito		
Identificación con Fotografía		
Seguro Social		
Documentos de impuestos de los 2 últimos años		
<b>Documentos financieros y de seguros del Negocio</b>	<b>Completado/ Pendiente</b>	<b>Notas</b>
Extractos Bancarios (últimos 3 meses)		
Documentos de los impuestos últimos dos años		
Seguros del Negocio		
Verificación de Flood Zone		



Documentación requerida para cierre de préstamo,  
 para trabajar con consultor de negocios  
 \_\_\_\_\_ (Nombre consultor Widener)

Documentos de su entidad Legal	Completado/ Pendiente	Notas
Nombre Comercial o Nombre Ficticio		
Certificado de LLC		
Certificado de Organización		
Acuerdos de Operación		
Articulos de Incorporación		
Certificado/ Carta de EIN o Fed Tax ID		



Documentos para permisos y licencias con la ciudad de Philadelphia	Completado/ Pendiente	Notas
Licencia de Actividad Comercial con la Ciudad de Philadelphia		
Otros permisos y licencias segun el tipo de negocio		