



Business Banking Loan Application Checklist

Work Package Number:	(Completed by Credit)	Date application taken:	
Applicant Name/ Obligor Number:		Tax ID #:	
Amount of Request:		Existing Relationship:	<input type="checkbox"/> Yes <input type="checkbox"/> No

The checklist and application must be **fully completed** for the Business Banking Loan Center to make a credit decision. The application will be returned to the originator and delayed until all missing information has been provided. If there is additional information that should be considered by the Underwriter, please include the information on the Business Banking Application Checklist.

All Loan Requests:

- Business Banking Loan Application Checklist (**fully completed by Banker**)
- Business Banking Application Worksheet (**fully completed by Banker**)
- Business Banking Credit Application, (**fully completed**) with required signatures
- 3-months checking account statements for Business
- Real Estate^{1?} yes, submit HMDA & Government Monitoring Checklist/Data Collection forms
- Supporting Information (as applicable) (i.e. Purchase Agreement, Invoice Estimate, etc.)
- Site Visit Form (Required on every loan before it can be closed or booked, preferred to have at time of application)
- If loan secured by a **primary dwelling (1st liens only)** then provide "Notice of Right to receive Copy of Appraisals" disclosure
- AR and AP schedules for all revolving line of credit requests
- Copy of Driver's License for all signers and guarantors

If Loan Request is \$25,000 to \$250,000:

- Loans \$25,000 and less process through Business Credit Cards (or "\$25,000" can go through either channel).
- Initial application documentation packages for loans \$25,000 - \$250,000 must be submitted via email to SmallBusinessLending@flagstar.com. **Add applicant name in the subject line.**
- Signed IRS Form 4506 – T for Business, all Applicants and Guarantors
- Signed copies of last 2 years Business Tax Returns complete with schedules, related forms and Schedule K-1s
- Interim Business Financial Statements (Balance Sheet and Profit & Loss Statement)
- Flagstar Personal Financial Statement for each owner/guarantor
- Signed copies of last 2 years Personal Tax Return for each owner/guarantor with schedules and related forms

If Loan Request is >\$250,000: (These applications **MUST** be submitted by a Business Banker.)

- Signed IRS Form 4506 – T for Business, all Applicants and Guarantors
- Signed copies of last 3 years Business Tax Returns complete with schedules, related forms and Schedule K-1s
- Interim Business Financial Statements (Balance Sheet and Profit & Loss Statement)
- Flagstar Personal Financial Statement for each owner/guarantor
- Signed copies of last 3 years Personal Tax Return for each owner/guarantor with schedules and related forms

Note: Additional information may be required at the underwriter's discretion

Supporting Information:

THIS SECTION FOR BANK USE ONLY: (MUST BE FULLY COMPLETED)

Originator Name:		Originator Phone #:	
Back-Up Contact:		Back-Up Phone #:	
Branch Number:		Date ALL application items were received from the applicant:	
Originator's Signature			

- All documents must be scanned in separately and attached to the email as separate PDF files. We cannot accept PDF files with multiple documents scanned together into one file.
- Mail all components of the application package and original signed loan documents to 5151 Corporate Drive, mail stop S-225-3, Troy, MI 48098.
- After the initial application package submission, any and all trailing documents should be submitted using the Trailing Document Cover Sheet.

¹ Does the loan request include a Home/Dwelling Purchase, Non-HELOC Home/Dwelling Improvement, or Home/Dwelling Refinance Loan? If so, it may be HMDA Reportable

² Additional guarantor information on owners with less than 20% ownership may be requested, as deemed necessary