

Loan Application Checklist

[Printable PDF Version of Checklist](#)

Financial and Property Information: To allow us to more accurately determine which type of loan product that would best suit your financial needs, we will request the following information be sent to this office (please fill out our preliminary loan Questionnaire before sending this information). This information should be submitted for all entities and individuals involved in the operation or ownership of the proposed security.

Personal Financial Information (for each individual who will be signing the proposed note):

- Signed copies of personal federal income tax returns, complete with all schedules and attachments, for each of the past four to five years. If your current fiscal year tax return will not be completed prior to an official loan request, please include a report of income and expenses for the year.
- Current year income/expense statement plus budget projections through the close of the current fiscal year. A brief cash flow budget for the next fiscal year will also be very helpful.
- Current (within previous 30 days) personal balance sheet (sometimes referred to as financial statement). The balance sheet may be submitted on any type of bank or other form, or you may [utilize this balance sheet](#). We will need the details of the balance sheet such as type, amount, and price of commodities on hand, interest rates, payment amounts, and frequencies of all debt, breakdown of machinery and real estate, etc. Please try to match all liabilities with the respective asset securing the liability. Historical Balance Sheets going back 5 years are also extremely beneficial and will enhance your ability to receive a positive commitment.

Corporate, Partnership or LLC Financial Information (for each financial entity involved):

- Signed copies of all financial entity federal income tax returns, complete with all schedules and attachments, for each of the past four to five years. If your current fiscal year tax return will not be completed prior to an official loan request, please include a report of income and expenses for the year.
- Current year income/expense statement plus budget projections through the close of the current fiscal year for the entity. A brief cash flow budget for the next fiscal year will also be very helpful.
- Current (within previous 30 days) balance sheet (sometimes referred to as financial statement) for all entities involved. The balance sheet may be submitted on any type of bank or other form, or you may utilize this balance sheet. We will need the details of the balance sheet such as kind, amount, and price of commodities on hand, interest rates, payment amounts, and frequencies of all debt, breakdown of machinery and real estate, etc. Please try to match all liabilities with the respective asset securing the liability. Historical Balance Sheets going back 5 years are also extremely beneficial and will enhance your ability to receive a positive commitment.
- If a corporation is involved we will need the Articles of Incorporation and the by-laws. If a LLC is involved we will need the membership agreement and the organization papers. If a partnership is involved we will need the partnership agreement and the organization papers.

Real Estate Information:

- Current year property tax/assessment statements for those properties that you own or that you intend to purchase and will be pledging as security;
- Copies of any water right information that you may have on property being pledged as security;
- Brief breakdown of the buildings and improvements on the property being pledged as security;
- Any historic crop yield information you may have for the real estate being pledged as security;
- All copies of BLM data including current permit invoices and notices, any allotment management plans or any other pertinent data regarding federal land leases;
- All copies of private or state data including current permit invoices and notices, any allotment management plans or any other pertinent data regarding private or state land leases;
- Copies of available plats that you have;

After you have submitted the preliminary loan questionnaire, we will review it and get back to you within 48 business hours. If our preliminary requirements appear to be met, we will request the detailed information outlined above. Once we have this information we will be able to begin the loan analysis process.

Harvest Capital Company looks forward to working with you, and would like to thank you for considering us as a source of long term financing to assist with the growth of your operation. Please contact us at any time if you have questions.