
CEO TRANSFORMATION TECHNOLOGIES LLC

LENDER DOCUMENT CHECKLIST™

Build the file before a lender asks for it.

FREE CEO RESOURCE

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BEFORE YOU APPLY, BUILD THE FILE.

The application is not the hard part. The scramble usually starts after somebody asks for documents. If the P&L is six months behind, the EIN letter cannot be found, and the use of funds is still 'whatever they will give me,' the file is not ready. Organize the evidence before you need it.

WHAT A CLEAN FUNDING FILE DOES

It does not guarantee approval. It does let you answer requests faster, compare products more intelligently and catch inconsistencies before somebody else finds them.

ENTITY & OWNERSHIP

- ☐ Articles/certificate of formation or incorporation.
- ☐ EIN confirmation.
- ☐ Operating agreement/bylaws when applicable.
- ☐ Ownership percentages and owner information.
- ☐ Business licenses/permits when applicable.
- ☐ Government-issued identification when requested.

BANKING & FINANCIAL

- ☐ Recent business bank statements.
- ☐ Current profit and loss statement.
- ☐ Current balance sheet.
- ☐ Business tax returns when required.
- ☐ Debt schedule/current obligations.
- ☐ Accounts receivable/payable aging when requested.

FUNDING REQUEST

- ☐ Exact amount requested.
- ☐ Written use of funds.
- ☐ Business plan or executive summary when required.
- ☐ Financial projections when required.
- ☐ Equipment/vendor quotes when relevant.
- ☐ Supporting contracts, invoices or purchase orders when relevant.

FUNDING FILE INDEX

DOCUMENT	READY?	LAST UPDATED	NOTES
Formation document	☐	_____	_____
EIN confirmation	☐	_____	_____

DOCUMENT	READY?	LAST UPDATED	NOTES
Bank statements	☐	_____	_____
P&L;	☐	_____	_____
Balance sheet	☐	_____	_____
Tax returns	☐	_____	_____
Debt schedule	☐	_____	_____
Use of funds	☐	_____	_____
Business plan	☐	_____	_____
Projections	☐	_____	_____

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