



SINCE 1905

Haddon Savings Bank

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Initial Document Checklist

A. Required Information – All Financing Evaluations:

1. **Preliminary Financing Request Summary:** Transaction overview including a summary of the project, the proposed use of funds, Borrowers, Principals, anticipated collateral summary, and debt summary. This Summary will also identify any possible legal or environmental issues to be addressed before proceeding (**Form Attached-If applicable**).
2. **Principal / Guarantor Information:** For all owners with 20% or more ownership in the Operating Company (OC), Co- Operating Company (Co-OC), or Real Estate Holding Company (EPC).
 - a. Personal Financial Statement (PFS)
 - b. Personal Tax Returns (PTR) Last Three (3) Years
 - c. Resumes for Key Management and Owners 20% or greater (if readily available)
 - d. Corporate /LLC Entity Legal Formation Papers with Federal and State ID # Docs
3. **Borrower Information:**
 - a. **Interim Financial Information:** Management or CPA prepared Financial Statements (Balance Sheet and Income Statement). NOTE: Within 60 days for the OC (no later than 90 days).
 - b. **Fiscal Year End:** Most recent prior two years Corporate Tax Returns (CTR) and/or CPA prepared Financial Statements for the OC, EPC, Co-OC, and any closely affiliated entities.
4. **Company Debt:** Debt schedule or summary of outstanding debt, identifying monthly debt service requirements, current collateral and original use of proceeds. (Complete Preliminary Financing Request - Summary,). NOTE: Need copies of Promissory Note to be refinanced.

B. Project Related Information (As Applicable)

1. **Real Estate:** Real Estate purchase agreement and/or Letter of Intent (RE acquisitions)
2. **Construction Projects:** Summary of planned construction, including any bids, contracts, or contractor quotes. (if available, otherwise an estimate provided by the Borrower is needed)
3. **FFM&E:** Summary of planned FFM&E to be purchased including any bids, contracts or quotes (if available, otherwise an estimate provided by the Borrower is needed)

C. Refinance Debt (As Applicable)

1. Copies of Promissory Notes to be refinanced and most receipt loan statement.

D. Start-Up or Change of Ownership / Business Acquisition (As Applicable)

1. **Purchase Terms:** Letter of Intent / Term Sheet / Summary of Terms
2. **Ownership (Name / %):** Before and After
3. **Business Plan:** Prepared by Business Applicant and Financial Projections with assumptions.
4. **Business Valuation:** If available

❖ Other documents may be required if deemed necessary to properly determine eligibility.