

**LENDERS CHECKLIST**

**COLLATERAL – SUBSTITUTION/EXCHANGE**

- \_\_\_\_\_ Lender Credit Memorandum
- \_\_\_\_\_ Business Financial Statements (FYE) including Profit and Loss Statements
- \_\_\_\_\_ Interim Business Financial Statements (if FYE is more than 90 Days old)
- \_\_\_\_\_ Business Federal Tax Returns (two years)
- \_\_\_\_\_ Written consent from all guarantors/ co-obligors to this action/request
- \_\_\_\_\_ Personal Financial Statement of borrowers and guarantors
- \_\_\_\_\_ Current or latest real estate appraisal
- \_\_\_\_\_ Other \_\_\_\_\_

**ALL DOCUMENTS MUST BE SIGNED AND DATED**

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_