

## **DUE DILIGENCE CHECKLIST**

### **REQUIRED INFORMATION:**

- ✓ Three years' historical year-end balance sheet and income statements
- ✓ Most recent interim balance sheet and income statement with prior year comparable
- ✓ Confirmation of requested credit facilities and terms

### **PLUS THE FOLLOWING CHECKED ITEMS:**

- ✓ List of management team members, titles, and years of service
- ✓ Schedule of ownership interests
- ✓ Schedule of customer concentrations
- ✓ Personal financial statements for Guarantor(s)
- ✓ Personal Tax Returns
- ✓ Three year's Corporate Tax Returns
- ✓ Rent Roll
- ✓ Most recent Borrowing Base Certificate
- ✓ Accounts Receivable and Accounts Payable aging reports
- ✓ Schedule of other bank debt, non-bank debt, and/or leases
- ✓ \_\_\_\_\_
- ✓ \_\_\_\_\_
- ✓ \_\_\_\_\_

**AGREED UPON DELIVERY DATE:** \_\_\_\_\_

When Information Request complete send to the following:

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_