



BRAVERA
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How to successfully navigate the business loan process

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1



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2

Basic Business Information

- **Business Name and Structure:** Legal name of the business, DBA (if applicable), and the type of business entity (LLC, Corporation, Partnership, Sole Proprietorship, etc.).
- **Contact Information:** Business address, phone number, email, and website.
- **Business Tax Identification Number (EIN):** Provided by the IRS.
- **Date of Establishment:** How long the business has been operating.



3

Loan Request Details

- **Loan Amount Requested:** Specific amount being sought.
- **Purpose of the Loan:** Clear explanation of how the funds will be used (e.g., working capital, equipment purchase, real estate acquisition, refinancing).
- **Desired Loan Term:** Preferred repayment period (short-term or long-term).
- **Repayment Plan:** How the loan will be repaid (e.g., monthly payments, revenue-based repayment).



4

Business Financial Information

- Business Financial Statements: Last 2–3 years of balance sheets, income statements (profit & loss), and cash flow statements.
- Tax Returns: Last 2–3 years of business tax returns.
- Accounts Receivable and Payable Aging Reports: Detailed breakdown of current receivables and payables.
- Debt Schedule: List of existing business debts, including creditors, outstanding balances, interest rates, and payment schedules.
- Bank Statements: Recent 3–6 months of business bank statements.
- Budget or Forecasts: Financial projections for the next 1–3 years showing anticipated revenue, expenses, and profit.



5

Personal Financial Information (for Owners)

- Personal Financial Statements: For all owners with a 20% or greater stake in the business.
- Personal Tax Returns: Last 2–3 years of personal tax returns for key stakeholders.
- Credit Reports: Personal credit reports (may be requested directly by the lender).



6

Business Plan

- Executive Summary: Overview of the business, including mission, vision, and value proposition.
- Market Analysis: Description of the target market, competitors, and industry trends.
- Operations Plan: Details about the operational structure and management team.
- Sales and Marketing Plan: Strategies for customer acquisition and retention.
- SWOT Analysis: Strengths, weaknesses, opportunities, and threats.



7

Collateral Information

- Description of Collateral: Assets offered as collateral (e.g., real estate, equipment, inventory).
- Appraisals or Valuations: These may be required and ordered by your lender.
- Ownership Proof: Title or deed to the collateral.



8

Legal Documentation

- Business Licenses and Permits: Proof of regulatory compliance.
- Articles of Incorporation/Organization: Legal documents establishing the business.
- Operating Agreement or Bylaws: For LLCs or corporations, respectively
- Partnership Agreements: If applicable.
- Franchise Agreements: If applicable.
- Leases or Contracts: Existing lease agreements or major contracts with suppliers/customers



9

Additional Supporting Documents

- Resumes of Key Owners and Managers: Demonstrating experience and qualifications.
- Client and Vendor References: Letters of support or testimonials.
- Insurance Documentation: Proof of business liability, property, or key person insurance.



10

Lender-Specific Requirements

- Loan Application Form: Completed lender-provided application form.
- Authorization to Pull Credit Reports: Signed consent form.
- Compliance Certifications: Any certifications required by the lender (e.g., SBA forms for SBA loans).



11



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12



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