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## APPLICATION CHECKLIST

- Completed and signed application-our form or yours
- Signed credit release-our form or yours
- Transaction Summary
  - Lessee and/or Guarantors
  - Purpose of Equipment
  - Company History
  - Equipment Value
  - Term and End of Term Options
- Full Equipment Descriptions
  - Equipment Specifications
  - Quote or Purchase Order
  - Terms, Brochures (If unusual
  - Cost Breakdown / Trade-ins / Down Payment
- Bank References (If less than one year, need previous bank)
  - Include account #'s, contact name and #, and fax #
- Trade References (Three or more)
  - Include account #'s, contact name and #, and fax #
- Comparable Credits\*\*
  - Include account #'s, contact name and #, and fax #
- Company Financial Statements
  - Balance Sheet / Income Statement for last two / three fiscal years plus latest Interims
  - Tax Returns last two years unless audited, 10Q, 10K or Annual Report
- Principal(s) Financial Information
  - Financial Statements signed and dated, not more that 6 months old
  - Tax returns last two years

Additional Information - Customer References and Customer Concentration, Pro-Forma if available. \*\*  
"Comparable debt" is defined as term debt a minimum of 70% of requested amount that has at least a one-year pay history.