

**MUNICIPAL EMPLOYEES CREDIT UNION of BALTIMORE, INC.
MEMBER BUSINESS LOAN CHECKLIST**

In order to process any commercial loan request, MECU should be in receipt of the following information (as it applies to your transaction):

- Corporate financial statement for the last three fiscal years
- An interim financial statement no older than five months
- Income projections for the next two years
- Business Plan
- Corporate and personal tax returns for the last two years
- Personal financial statements on the owners of the business
- Resume on each owner
- Member Business Loan Application
- An itemized list for the use of the proceeds
- Description of the collateral available
- Rent Roll
- Schedule of real estate owned
- Request for Copy of Tax Return
- Copy of the ratified sales contract



Federally Insured by NCUA