

Please gather the following:

- 1. **Full Unity Bank application (forms provided).** Please completely fill-out, sign and date.
- 2. Last (1) year **Business Tax Returns, federal only**, for applicant company, if loan amount is **\$100,000 or less**. Last (2) years **Business Tax Returns, federal only**, for applicant company, if loan amount is **\$100,001 or greater**. Please sign and date with original signatures. If you are purchasing an existing business, you must obtain the tax returns from the seller for the previous (3) years.
- 3. Last (1) year **Personal Tax Returns, federal only**, for all principals and guarantors, if loan amount is **\$100,000 or less**. Last (2) years **Personal Tax Returns, federal only**, for all principals and guarantors, if loan amount is **\$100,001 or greater**. Please sign and date with original signatures.
- 4. **Purchase Agreement** for Real Estate and/or Business Acquisition.
- 5. **Entity Documentation** for existing business/**name reservation** for to be created entities. If borrower is a corporation, provide the Certificate of Incorporation, the Articles of Incorporation and the bylaws. If the borrower is a **partnership**, provide the Partnership agreement. If the borrower is an **LLC**, provide the Operating agreement and the Certificate of formation.

**\* Please be advised that all financial statements and tax returns must have original signatures and dates. After photocopying financial statements and tax returns, please sign again and affix current date.**