

# Documentation Checklist

In order to expedite the loan process and to provide the highest level of service, it is important to obtain as much of the needed information as possible upfront with the loan application. This Documentation Checklist is provided to assist you in gathering and submitting the required documentation.

	Date Requested	Date Received
<b>Application</b>		
<input type="checkbox"/> Signed Zions Ag Finance Application		
<input type="checkbox"/> Signed Credit Authorization or Credit Report		
<input type="checkbox"/> Signed Environmental Disclosure Form		
<input type="checkbox"/> Signed Irrigation Questionnaire (if applicable)		
<input type="checkbox"/> Copy of Photo ID's		
<input type="checkbox"/> Narrative to Include 5 C's of Credit		
<input type="checkbox"/> Origination Fee		
<b>Financial Information</b>		
<input type="checkbox"/> Current Balance Sheet and/or Personal Financial Statement from All Borrowers		
<input type="checkbox"/> Last 3 to 4 years Historical Personal and/or Business Balance Sheets (if not available, please note in Narrative)		
<input type="checkbox"/> Last 3 to 4 years signed and complete Tax Returns for each Borrower.		
<input type="checkbox"/> Income Expense Pro Forma or Budget		
<input type="checkbox"/> Debt Schedule		
<b>Verifications</b>		
<input type="checkbox"/> Asset Verifications (Bank Statements, 401K, etc)		
<input type="checkbox"/> Liability Verifications (Loan Statements, Printouts, Credit Verification, etc)		
<input type="checkbox"/> Verification of Non-Farm Income (2 Most Recent Paystubs or W2's)		
<input type="checkbox"/> Written Mortgage Verification for Past 24 Months		
<b>Legal Entity Documentation</b>		
<input type="checkbox"/> Articles of Incorporation and By Laws		
<input type="checkbox"/> Partnership Agreements		
<input type="checkbox"/> Trust Agreements		
<b>Appraisal and Title Documentation</b>		
<input type="checkbox"/> Title Search Ordered with Demotech "A" Rated Title Company		
<input type="checkbox"/> Appraisal Ordered Using Zions Engagement Letter		
<input type="checkbox"/> Signed Agreements (leases or rental)		
<b>Other If Applicable</b>		
<input type="checkbox"/> Purchase Agreement with Property Description		
<input type="checkbox"/> Signed marketing contracts (livestock, grapes, etc)		
<input type="checkbox"/> Signed Agreements (leases or rentals)		
<input type="checkbox"/> _____		
<input type="checkbox"/> _____		