

## **PetroMAC**

Main Office (202)478-0230/ Fax(202)478-1811  
Processing (801)406-0100/ Fax(801)881-6643  
Processing (203)547-6300/ Fax(203)547-6301

processing@petromac.com  
underwriting@petromac.com  
(866)PETROMAC Toll Free Voice  
(866)PETRO99 Toll Free Fax

### Document Checklist

#### Transaction Summary

- ◆ Executive Summary (purpose of loan with history of business)
- ◆ Purchase Agreement / Copies of Lease / Gas Supply Agreement
- ◆√ Estimated Use of Proceeds
- ◆√ Pro forma projection with assumptions for 1<sup>st</sup> 2 years (monthly for 1<sup>st</sup> yr., annual for 2<sup>nd</sup>)
- ◆ Articles of Incorporation & Federal By-Laws for company to be financed
- ◆◆ Copy of Recent Appraisal, Survey, and Environment Report
- ◆◆◆ Interior and Exterior Color Photos of Property

#### Borrower/Buyer Information

- ◆ Management Resume (for all who own 20%+ of business)
- ◆ Company Resume
- ◆√ Personal Financial Statement dated within 30 days (for all who own 20%+)
- ◆ Last Three Years Personal Federal Tax Returns (for all who own 20%+)
- ◆ Copy of drivers license and green card front & back (if applicable)
- ◆ Complete last 3 years federal taxes, 3 years financials & YTD financials on all affiliate companies (any businesses that the borrower has 20%+ ownership in)
- ◆ Gallonage for all affiliates for past 3 years and YTD
- ◆ Most Recent Month Bank Statements (or source of equity infusion)
- ◆√ Personal Income and Expense Analysis (for all who own 20%+)

#### Seller Information (Acquisition financing only)

- ◆◆ Year-To-Date Corporate Financial Statements (income statement & balance sheet)
- ◆◆ Last Three Years Corporate Financial Statements
- ◆◆ Last Three Years Corporate Federal Tax Returns, all pages
- ◆◆ Gallonage for past 3 years and YTD
- ◆◆ List of assets/equipment to be purchased
- ◆◆√ Aging of Accounts Receivable & Accounts Payable as of date of YTD Financials
- ◆◆√ Notes Payable Schedule with all business notes as of date of YTD Financial
- ◆ If new construction: Feasibility Study, Analysis of Competition with map, site plan, information on contractor, plans & specs, signed contract with contractor and for land purchase, and property survey (at closing).

#### Additional Information

- 
- 
- 
- ◆ Borrower's Items
  - ◆◆ Seller's Items
  - ◆◆◆ Seller or Borrower may have
  - √ Form included