



# BUSINESS LENDING CHECKLIST

This checklist can help you get organised and prepare for business lending.

Preparing to apply for a loan can be daunting, so we've pulled together a list of some of the supporting documents you may need when applying. Final requirements are based on your individual circumstances, including whether you're a new or existing ANZ customer. With that in mind, you may need only a few of the documents in this checklist or you may have additional documentation requirements.

That's why we suggest you use this checklist as a guide and speak to a banker to confirm you have everything you need to get your application started.



## BEFORE YOU BEGIN YOU NEED TO

### PART 1: DETERMINE WHAT YOU NEED YOUR FINANCES FOR

- Review and update your business plan (If you don't already have one, you can use our ANZ Business Plan Template).
- Review and update your cashflow forecast (If you don't already have one, you can use our ANZ Cashflow Forecast Template).
- Talk to your accountant and/or business advisor to get a good understanding of your lending needs.

### PART 2: UNDERSTAND THE CURRENT STATE OF YOUR BUSINESS

- Know your business entity structure (If you don't know, your accountant, lawyer and/or business advisor should be able to help you with this).
- Check your credit profile.
- Make sure your documents and statements, relevant to your current business and financials, are up-to-date.
- You may need an updated or new valuation of your properties and/or business. This can be arranged by a banker and may incur additional costs. Contact a banker to find out if you need a valuation.



## YOUR DOCUMENT CHECKLIST

### COMMON SUPPORTING DOCUMENTS

DONE

Please note the documentation required will depend on your individual circumstances and whether you're an existing or new customer.

Business Credit Application Form	<input type="checkbox"/>
Personal Statement of Position	<input type="checkbox"/>
Tax Returns for directors	<input type="checkbox"/>
Finalised financial statements (Profit & Loss and Balance Sheet from last 2 years of trade)	<input type="checkbox"/>
Last quarter Business Activity Statement (BAS)	<input type="checkbox"/>
Australian Taxation Office (ATO) activity statement (must include 12 months of debits/credits)	<input type="checkbox"/>
Interim or management accounts (Accounting Software Platform Financials)	<input type="checkbox"/>
Aged Debtor or Creditor Listings	<input type="checkbox"/>
If you're a new ANZ customer you'll need your last 12 months non-ANZ Bank statements (loan and/or business account)	<input type="checkbox"/>
If you're an existing ANZ customer you'll need your last 3 months non-ANZ Bank statements (loan and/or business account)	<input type="checkbox"/>

## SPECIFIC DOCUMENTS, FOR PARTICULAR TYPES OF LENDING

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### IF YOU'RE BUYING PROPERTY:

DONE

Final contract of sale of property being purchased

### IF YOU'RE CONSTRUCTING PROPERTY:

DONE

Building contract

### IF YOU'RE BUYING AN EXISTING BUSINESS OR ARE A START-UP BUSINESS:

DONE

Contract of sale of business being purchased

Vendor financials for the business being purchased

Business plan (prepared within the last 3 months)

Cash flow forecast for the next 12 months (prepared within the last 3 months)

### IF YOUR PRINCIPAL PLACE OF BUSINESS IS SUBJECT TO A PROPERTY LEASE AGREEMENT:

DONE

Lease agreement

### IF YOU'RE REFINANCING BUSINESS AND/OR HOME LOANS FROM ANOTHER INSTITUTION:

DONE

Last 12 months non-ANZ Bank statements (loan and/or business account)

### IF THERE HAS BEEN OR WILL BE A CHANGE IN OWNERSHIP:

DONE

Change in ownership agreements

**IF ANY BORROWING PARTIES/GUARANTORS ARE RECEIVING ONGOING PAY AS YOU GO (PAYG) INCOME:**

DONE

*You must provide*

Notice of assessment

*And at least one of the below documents*

One payslip that evidences a minimum of 3 months continuous salary (not handwritten)

Payslip with no net year-to-date income (not handwritten)

Last 3 months non-ANZ Bank statements confirming salary credits

**IF YOUR ENTITY IS A TRUST:**

DONE

*For lending below \$200k, you must provide*

A signed Self Declaration

*For lending over \$200k, you must provide*

Trust deed

**IF YOU'RE A LARGER BUSINESS, WITH A RELATIONSHIP MANAGER AND BORROWING MORE THAN \$1 MILLION:**

DONE

Corporate tree

Information memorandum

Resumes of key directors and personnel



## NEXT STEPS

- Talk to a banker and find out exactly what documents you need from the above list and if you need any additional specific documents that are not listed.
- We recommend reaching out to external parties, such as an accountant, lawyer or business advisor, to review your documents.
- Have all of your supporting documents ready.
- Be prepared for additional paperwork based on your loan amount, type of loan and your businesses industry.
- Be patient and realistic, as processing your application can take some time.