

Pre-Closing Checklist For Approved Loans/Lines of Credit

Loan Closing Documents Checklist, as applicable

Corporation

- Articles of Incorporation
- Corporate by-laws and amendments
- Resolution or Board Minutes

Limited Liability Company

- Articles of organization
- Operating agreement
- Amendments

Non-Profit Organization

- Current and upcoming year's budget

Franchise

- Franchise agreement

Religious Organization

- Religious Organization Questionnaire³
- Current and upcoming year's budget
- Board Minutes
- Court Order (if incorporated)

General or Limited Partnership

- Partnership agreement
- Amendments

Sole Proprietor/Business Individual

- Business Certificate

Collateral Checklist, as applicable

All Business Assets

- Insurance Policy

Marketable Securities

- Most recent investment statement
- Signed Control Agreement²

Equipment, Inventory, Vehicle

- Copy of invoice or purchase agreement
- Copy of insurance policy

Real Estate

- If acquiring new property, copy of purchase contract
- If refinance, include most recent copy of mortgage statement
- If second mortgage, copy of promissory note for first mortgage
- Copy of owner's title policy
- Copy of insurance policies
- Environmental Questionnaire³

Other, as applicable

If Your Office Space Is Leased⁴

- Landlord Lien Waiver
- Copy of Lease Agreement

¹ Loan/line of credit requests for these entities will be referred to Burke & Herbert Bank Commercial Lending and will not be processed through the Small Business Lending group. Decision times and documentation needs will be impacted.

² The Control Agreement may be one provided by Burke & Herbert Bank or your brokerage firm.

³ Burke & Herbert Bank will provide this document to you.

⁴ A Landlord Lien Waiver is not required if the loan request is for an Unsecured Line of Credit.