

BUSINESS LENDING CHECKLIST



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We have developed a handy checklist for business lending customers. The following pages contain information to help you organise and better prepare for your business lending application.

Depending on individual circumstances and whether you're an existing or new customer, you may need more or only a few of the documents listed below. To understand what further information may be required, we suggest contacting your broker after you've gathered and checked all mandatory documentation.

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 broker, accountant, lawyer and/or business advisor to get a good understanding of your lending needs and the type of loan you need

Part 2: Understand the current state of your business

- Know your business entity structure, your accountant, lawyer and/or business advisor can help with this
- Check your credit profile
- Make sure your documents and statements are up-to-date and relevant
- 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 your broker to find out if you need a valuation. You may also find the **ANZ Commercial Property Valuations** article a useful read.



YOUR DOCUMENT CHECKLIST

COMMON SUPPORTING DOCUMENTS

Please note that documentation required will depend on whether you're an existing or new customer.

Business credit application form

Personal statement of position

Tax returns for directors

Finalised financial statements (Profit & Loss and Balance Sheet from last 2 years of trade)

Last quarter Business Activity Statement (BAS)

Australian Taxation Office (ATO) activity statement (must include 12 months of debits/credits)

Interim or management accounts (accounting software platform financials)

Aged Debtor or Creditor Listings

If you're a new ANZ customer you'll need your last 12 months Non-ANZ Bank statements (loan and/or business account)

If you're an existing ANZ customer you'll need your last 3 months Non-ANZ Bank statements (loan and/or business account)

SPECIFIC DOCUMENTS FOR PARTICULAR TYPES OF LENDING

IF YOU'RE BUYING PROPERTY

Final contract of sale of property being purchased

IF YOU'RE CONSTRUCTING PROPERTY

Building Contract

IF YOU'RE BUYING A SPECIFIC BUSINESS OR ARE A START-UP BUSINESS

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

Lease agreement

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

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

IF THERE HAS BEEN OR WILL BE A CHANGE IN OWNERSHIP

Change in ownership agreements

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

You must provide

Notice of Assessment

At least one of the below documents

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

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

Last 3 months Non-ANZ Bank statements confirming salary credits

IF YOUR ENTITY IS A TRUST

Lending below \$200k, you must provide

A signed Self Declaration

Lending over \$200k, you must provide

Trust deed

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

Corporate Tree

Information Memorandum

Resumes of key directors and personnel

NEXT STEPS

- Talk to your broker and find out exactly what documents you need from the list above, and if you need any other 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 your supporting documents ready
- Be prepared for additional paperwork based on your loan amount, type of loan and your businesses industry
- Processing your application can take some time. We will keep your broker informed on the progress of your application.