

# Business Loan Application Checklist

Applying for a small business loan can be a complex process, and missing even a single document can cause delays. To make things easier, we have created a Free Small Business Loan Application Checklist to help you gather all the necessary information and documents before you apply.

## Why Use Our Checklist?

- 1** Ensure you have all the **required documents** ready before starting the application.
- 2** **Speed up** your loan approval process by being well-prepared.
- 3** **Minimise the chances** of delays or application rejection.
- 4** Stay organised and **reduce stress** while applying for a business loan.

Our comprehensive checklist covers all the essential documents you may need, ensuring that you meet the lender's requirements.

### **Personal ID Documents**

Passport  
National Insurance Number  
Proof of Residency

### **Proof of Address**

Recent Utility Bill (Last 3mths)  
Recent Bank/ Credit Card  
Statement  
Council Tax Bill

The key focus for any business loan application will be your business.

## **Business ID and Legals**

Business registration certificate

VAT Registration (if applicable)

Articles of Association or  
Partnership agreement

## **Financial Statement and Business Performance**

Latest two years profit and loss statements

Balance sheet for the last two years

Cash flow projections for the next 12 months

Latest three to six months' business bank statements

Tax returns or SA302 (for self-employed applicants)

Business plan, including financial forecasts

Details of any outstanding business loans or financial commitments

You may need to prove your **income and employment**

## Proof of Income and Employment (For Business Owners)

Latest three months' payslips (if you receive a salary from the business)

Accountant's statement confirming income

Employment contracts (if you have key employees)

## Additional Documentation

Proof of business premises ownership or lease agreement

Details of business assets (if using as collateral)

Credit history report (for both business and personal creditworthiness)

Any existing supplier or client contracts (if relevant)

**Personal Documents**

- Passport
- National Insurance Number
- Proof of Residency

**Proof of Address**

- Recent Utility Bill
- Council Tax Bill
- Recent bank/ credit card statement

**Business ID and Legals**

- Business registration certificate
- VAT Registration (if applicable)
- Articles of Association or Partnership agreement

**Financial Statements and Business Performance**

- Latest two years profit and loss statements
- Balance sheet for the last two years
- Cash flow projections for the next 12 months
- Latest three to six months' business bank statements
- Tax returns or SA302 (for self-employed applicants)
- Business plan, including financial forecasts
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