

PACIFIC TRAINING SOLUTIONS

LOAN & FINANCE READINESS CHECKLIST

Prepare your financial records, projections and application before you apply.

Lenders say yes to businesses that come prepared. Work through this checklist before you apply for a business loan or finance, so you walk in ready.

1 FINANCIAL RECORDS CHECKLIST

- ☐ At least 6–12 months of bank statements
- ☐ Up-to-date income and expense records
- ☐ Business registration and TIN
- ☐ List of assets owned by the business
- ☐ Details of any existing debts or loan repayments

2 WHAT LENDERS WANT TO SEE

- A clear reason for the loan — exactly what it will be used for
- Evidence you can repay it — income history or a realistic forecast
- Some of your own money or assets invested too
- A simple, realistic business plan
- No major unresolved debts

3 PREPARE YOUR APPLICATION

- ☐ Simple business plan written and ready
- ☐ Cash flow forecast for the next 6–12 months prepared
- ☐ Quotes ready for equipment or stock you want to buy
- ☐ Collateral or security identified, if required
- ☐ ID and business documents copied and ready



RED FLAGS TO AVOID

- Applying for more than you actually need
- Not knowing your own numbers when asked
- Hiding existing debts
- Rushing the application the day before it's due