



Dear member:

Thank you for choosing Minnco Credit Union for your business lending needs. We appreciate your membership, and look forward to working with you. In order to expedite the application process, please provide the following information at your convenience.

- Copies of your filed business documents (*Articles, Certificates, and By-Laws as applicable*)
- Business Loan Application (*attached*)
- Personal Financial Statement (*attached*)
- Business Debt Schedule (*attached*)
- Personal Income Tax Returns for the past 3 years with all schedules and attachments
- Business Income Tax Returns for the past 3 years with all schedules and attachments (*as applicable*)
- Rent Roll Template with copies of leases attached (*if applicable*)
- Current Profit and Loss Statement
- Current Balance Statement
- Business Plan (*if available*)
- Purchase Agreement (*if applicable*)
- List of Business Assets (*if applicable*)

Please scan and email your complete application packet to me, or drop it off at your local branch location to my attention.

Please feel free to contact me if you have any questions. I look forward to working with you, and thank you again for choosing Minnco Credit Union for your business lending needs.

Sincerely,

A handwritten signature in black ink that reads "Margie Otten".

Margie Otten
Business and Consumer Real Estate Loan Officer
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