

# Gas Station Document Check List

*Please provide all the following Information concerning your Gas Station / C Store Financing*

**\*\*\*ONLY Provide Documents marked in Yellow are required for initial review\*\*\***

**Seller to provide:**

ITEMS NEEDED	ITEMS COMPLETED	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Last 3 years Business tax returns</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Last Three Years Corporate Financial Statements</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>2010 Year-To-Date Property Income/Expense Reports &amp; Balance Sheet</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Gallons Sold, 09, 08, 07 &amp; Year to Date . (break down by type gas, diesel ect)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>C Store gross sales 09, 08, 07 and YTD (if applicable)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Fuel Supply Agreement</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Business Debt Schedule</b> (for purchase of Business only)
<input type="checkbox"/>	<input type="checkbox"/>	<b>History of Business</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Copy of Recent Appraisal, Survey, and Environmental Report</b>
<input type="checkbox"/>	<input type="checkbox"/>	List of <b>assets/equipment</b> to be included in purchased
<input type="checkbox"/>	<input type="checkbox"/>	<b>Certification of Underground Storage Tank registration</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Most recent tank tightness test</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Interior and Exterior Color Photos of Property</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Copies of Lease(s)</b> (If Applicable: for ground lease properties and 3 rd party tenants: i.e. Jack in the Box, Subway ect.)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Copies of All existing Notes (For refinance only)</b>
<input type="checkbox"/>	<input type="checkbox"/>	

**Borrower(s) to provide:**

<input type="checkbox"/>	<input type="checkbox"/>	<b>Gas Stations Questionnaire</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Application</b>
<input type="checkbox"/>	<input type="checkbox"/>	<i>Credit Authorization</i>
<input type="checkbox"/>	<input type="checkbox"/>	<i>Projections (for startup or expansion only)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<i>Projection assumptions</i>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Personal Financial Statement</b>
<input type="checkbox"/>	<input type="checkbox"/>	<i>Personal Cash Flow</i>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Use of Funds</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Resume on the borrower(s)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Personal tax returns</b> for the borrower(s) for the last 3 years.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Corporate tax returns</b> for all entities in which borrower owns 20% or more of stock for last 3 years
<input type="checkbox"/>	<input type="checkbox"/>	<b>Executive Summary / Outline of Project.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Purchase Agreement</b> (Signed and executed if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Secondary Financing Agreement</b> (Fuel Supplier/Seller, If Applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Copy of <b>drivers license, social security card or passport and green card</b> front & back
<input type="checkbox"/>	<input type="checkbox"/>	Last Three Months <b>Bank Statements</b> (Or show source of equity infusion)
<input type="checkbox"/>	<input type="checkbox"/>	<b>4506 Form</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Schedule of Real Estate Owned</b>
<input type="checkbox"/>	<input type="checkbox"/>	