



## Premier Lender Program Lender Checklist

### Required Documents

1. Cover letter requesting to be approved as Premier Lender.
2. General narrative information about the bank including founding date, type of charter, location of executive offices and # of branches, ownership type, regulatory oversight.
  - Experience as the lead bank in participation loans and average participation size.
  - Legal lending limit per relationship, identify typical loan size/sweet spot, geographic areas of coverage (preferences), industries targeted or avoided, current concentrations of portfolio.
  - Loan Portfolio Breakout and certain credit policy criteria, see Attachment A
3. Financial information – 3 years of financial statements and tax returns. Current interim if available.
4. Credit Policy Manual and 3 sample underwriting analysis (C & I deals preferred).
5. Names and resumes or short biography of the President, CEO, Credit and Business Development Staff.
6. Contact person for Small Business and Commercial Loan Departments (Sales, Underwriting, and Closing) Provide the name, email address, and phone number.
7. Historical NJEDA experience.
  - How and why did this request come about, any projects (which programs) that have been worked on with the bank, prior communications, deal discussions?
  - Expected volume of transactions with NJEDA as well as loan size and general description.
  - Detail on experience/usage of SBA and other government or economic development entities products and services.

**Attachment A (last three fiscal years)**

	<b>20xx</b>	<b>20xx</b>	<b>20xx</b>
Total Revenues \$			
Net Profit \$			
Net Profit Margin (%)			
Total Loan Portfolio \$			
Commercial Loans (%)			
Commercial and Industrial (%)			
Commercial Real Estate (%)			
Residential Mortgages (%)			
Other Loans (%)			
Commercial Loans			
Pass or Better (%)			
Special Mention (%)			
Substandard (%)			
Total Charge-Offs \$			

Minimum DSCR	
Maximum LTV	
Maximum Amortization	
Maximum Term	
Legal Lending Limit	
Lead Bank Participations # and total dollars	
Average Participation size	