

# Finance application checklist

Whether you're considering applying for borrowing or looking to re-finance existing borrowing, it's important that we understand the background to your request.

This allows us to assess your ability to repay and enables you to choose the most appropriate product to meet your needs.

This checklist aims to provide you with details of the type of information we may ask you to provide to support your application. The list and questions we ask you may vary depending on the amount you wish to borrow and your circumstances. We may ask you for further information in addition to what we have listed below.

If you would like further information, please speak to your Relationship Manager.

For all borrowing requests we will ask you:

## Your borrowing requirements:

- How much you want to borrow.
- How long you would like to borrow it for.
- Why you want to borrow it.
- How you will repay it.

## About your business:

- A profile of the business, the owner and/or management team including experience, expertise and track record.
- How much have you and/or the management team got personally invested in the business?
- Where assets for security are available, to provide details, including an estimate of valuation (professional valuations will be required in some instances).
- Whether you have any other borrowing commitments.

## Additional information:

Depending on your request, we may also ask you to provide us with:

- Business plans – usually covering the term of the borrowing.
- Cashflow forecast – usually covering the term of the borrowing.
- Details of your business assets and liabilities, including any additional income from other sources.
- Management accounts.
- Historic financial accounts (for example, profit and loss, balance sheet and cashflow statements).

**Any property given as security which may include your home, may be repossessed if you do not keep up repayments on your mortgage or other debts secured on it.**

All lending is subject to status and we will need your permission to carry out a credit check on you and your business. You should not apply for an amount that you cannot comfortably afford to repay now and in the future to avoid the possibility of legal action.

## Our service promise

We aim to provide the highest level of customer service possible. However, if you experience a problem, we will always seek to resolve this as quickly and efficiently as possible. If something has gone wrong please bring this to the attention of any member of staff. The complaint procedures are also published on our website: [tsb.co.uk/business/contact-us/complaints/](https://tsb.co.uk/business/contact-us/complaints/)

If you'd like this in another format such as large print, Braille or audio please ask in branch.

If you have a hearing or speech impairment you can contact us using Text Relay or Textphone on **0345 835 3848** (lines are open 7am to 11pm, 7 days a week).

[www.tsb.co.uk/business](https://www.tsb.co.uk/business)

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TSB adheres to The Standards of Lending Practice for business customers, which are monitored and enforced by the Lending Standards Board: [www.lendingstandardsboard.org.uk](https://www.lendingstandardsboard.org.uk). To read more about our lending commitments to you go to [tsb.co.uk/business-lending-practice](https://tsb.co.uk/business-lending-practice).

Issue date: November 2017

TSB12078(M) (04/18)