


# Checklist for Applicants

BCRS Business Loans is committed to supporting businesses across the West Midlands region that are unable to access finance from traditional lenders, such as banks. Established as a non-profit lender, we understand that loans from £10,000 to £150,000 are vital in helping businesses recover and grow following the coronavirus pandemic.

To ensure applications are processed as quickly as possible, we are asking all introducers to check that the deal adheres to the criteria below in Step One, that all supporting information has been collated as set out in Step Two, before being sent to us in a single email using the details highlighted in Step Three.

## Step One: Initial eligibility checklist:

	Checklist item to tick off
<input type="checkbox"/>	Are you looking to borrow between £10,000 and £150,000?
<input type="checkbox"/>	Is the business based within the West Midlands region? <i>(For clarification on our areas of coverage, <a href="#">please click here</a>).</i>
<input type="checkbox"/>	Is the annual business turnover less than £45 million?
<input type="checkbox"/>	Can evidence be provided to demonstrate that the business can afford the loan requested, such as: <ul style="list-style-type: none"><li>- <i>the last 3 years accounts</i></li><li>- <i>up-to-date management accounts</i></li><li>- <i>a 12-month cashflow forecast.</i></li></ul>
<input type="checkbox"/>	The loan facility will be primarily used to support trading in the UK?
<input type="checkbox"/>	Do the business directors have clean personal credit histories? <i>(i.e., no CCJs / IVAs / bankruptcies)</i>
<input type="checkbox"/>	The business bank account does not show multiple returns or unpaids?
<input type="checkbox"/>	The business does not have any Time to Pay arrangements prior to February 2020?

If all items have been ticked off this checklist, please move onto the next step.

*Checklist continues overleaf...*

## Step Two: Information required at the time you submit an application

### ✓ Checklist item to tick off

- Application form – fully completed  
[Download: Application Form](#)
- Assets and Liabilities Statement form  
[Download: Assets and Liabilities Statement Form](#)
- Copies of personal credit reports for all directors and shareholders with over 25% shareholding  
*(We can only accept searches from either [Experian \(click here\)](#) or Equifax. You will need to sign up, produce your report, then cancel afterwards so that you will not be charged the £14.99 fee.)*
- Annual accounts for the last 3 years (or as long as possible if trading less than 3 years)
- Management accounts to date; including profit & loss and balance sheet
- A 12-month cash flow forecast to demonstrate the amount of funding required.  
[Link: View our top tips for putting a cashflow forecast together for a loan application](#)  
[Download: Cash flow example](#)
- Complete Business Information Document – disclosing a full list of business debt (including CBILS, BBLs and RLS) and assumptions to support cash flow forecast.  
[Download: Business Information Document](#)
- List of trade debtors and trade creditors
- Complete the CIEF Data Collection Form.  
[Download: CIEF Data Collection Form](#)
- Complete AccountScore registration to allow BCRS to view bank transactions.  
[Download: Accountscore instructions](#)

### Step Three: Send application form and all supporting documents in one email to:

Your specific BDM/ contact within BCRS

OR

If you do not currently have a contact, please send to [customerrelations@bcrs.org.uk](mailto:customerrelations@bcrs.org.uk).

