

Handout 7: Site Visit Checklist for Lenders

Account officers may use the following checklist to be sure that they have gathered all relevant information during a site visit.

As each task is completed or information is collected, it may be checked off the list. Be sure to write in any comments or other relevant information that may not be listed here.

Note that this checklist should be complemented by:

1. the Credit Analysis report, in which most of the information collected is recorded;
2. the Cash Flow Analysis worksheet, where financial information on the cash inflows and outflows of the business and home is recorded; and
3. the Banking on Health List of Requirements for Private Practice Midwives in the Philippines

Verify address/location of business

Site conditions - Compare cleanliness, orderliness with other businesses of the same type.

___Very Good ___Good ___Average ___Poor

Stock - Tally stock levels and verify value with applicant.

Equipment

___ Applicant has all the equipment needed to run the current business

___ Equipment offered as collateral is present, ownership, condition and value confirmed.

Business conditions

___ Client(s) activity / sales are witnessed which match applicant's description of business flow. Note number/value of clients/sales witnessed during site visit:_____.

___ Applicant and/or employees appear to be performing services, providing products as described in loan application.

Business Location

___ Business location is easily accessible for clients

___ Business is marked by a sign.

Market information & Competition

___ Business is located in/near a sizable market of clients.

___ Market opportunities perceived, described by applicant: _____

___ Possible threats to business in the market: _____

Competition

Competitors in area consist of	Applicant's advantage over competitors
1.	
2.	
3.	

- Bookkeeping
 - ___ Client keeps records, which confirm cash flow information given verbally
 - ___ Client doesn't keep formal records, but has receipts and other information to confirm cash flow information collected.
 - ___ Client doesn't keep any records of financial or business activity.
 - ___ Records of past and current loans collected and verified
 - ___ Past paid bills collected and verified
 - ___ Bank account information collected and verified
 - ___ Stock levels verified in stock records.

- Financial Records
 - ___ Tax records from the last period collected
 - ___ No tax records are submitted by this business
 - ___ Management's balance sheet collected
 - ___ Management's income statement collected
 - ___ Management's informal financial records collected

- Other documentation
 - ___ Tax documents for property collected/verified
 - ___ Ownership documents for property collected/verified
 - ___ Ownership documents for other assets verified
 - ___ Other _____

- Cash flow information
 - ___ Accounts receivable information collected
 - ___ Accounts payable information collected
 - ___ Typical payment terms of clients _____
 - ___ Typical payment terms of suppliers _____
 - ___ Payment terms for employees, if applicable _____
 - ___ Payment terms of any outstanding debts _____
 - ___ Home / personal cash inflow and outflow information collected

Certifications

___ Applicant has the required business certifications for current business operations.

___ Applicant has the required, up-to-date, professional certifications to perform services and dispense products for current business operations.

___ Applicant has the required business certifications for new, planned business operations.

___ Applicant has the required, up-to-date, professional certifications to perform services and dispense products for new, planned, business operations.

Other information specific to business type

___ Applicant is member of local midwife professional association: Name of association and contact person _____

Personal Information about Applicant

___ Family information verified

___ Spouse is supportive of loan and business

___ Other _____

Management Capacity

___ Applicant has personable, appropriate manner with clients and employees

___ Applicant appears organized, comfortable in business

___ Applicant has well-conceived plan for business

Employees

___ Number of employees seen at site visit: _____

___ Employees appear content

___ Employees appear busy

Character and business references

___ Confirmed character, length of time in neighborhood with neighbor or client

Number of personal references collected _____ Number still needed _____

___ Collected name and contact information of relevant supplier (s)

Number of business references collected ___ Number still needed ____

___ Collected local government official name and contact information as a reference