

Business Debt and Guarantee Inventory

General educational business worksheet

Organize business obligations, payment terms, collateral, guarantees, covenants, document locations, and review actions.

Safety and privacy: Use a general nickname or last four digits only. Do not record full account or card numbers, routing numbers, Social Security or tax identification numbers, logins, passwords, or security codes.

Debt and lease inventory

General nickname	Obligation type	Original amount	Current estimated balance	Required payment	Frequency	Maturity date

Types may include term loans, lines of credit, equipment or vehicle financing, commercial mortgages or leases, credit cards, vendor financing, government-backed loans, owner loans, and other obligations.

Rate, fee, and payment features

General nickname	Fixed or variable	Stated rate	APR if disclosed	Balloon?	Promotional period	Late or default fee question	Prepayment question

Boundary: Record terms exactly as shown. This worksheet does not interpret APR, penalties, defaults, or contract language.

Collateral and guarantee inventory

Required note: A business name on an account does not prove that owners or guarantors have no personal obligation. Only signed documents and applicable law control.

General nickname	Collateral described in documents	Personal guarantee?	Guarantor nickname	Cosigner or co-borrower?	Cross-collateral question	Document location

Covenants and reporting requirements

Obligation	Financial reporting required	Insurance requirement	Deposit or account requirement	Ratio or covenant question	Review frequency	Responsible person

Boundary: Do not use this worksheet to calculate covenant compliance or determine whether any requirement has been satisfied.

Contingency review

Status	Review item
Not reviewed	What happens if revenue declines?
Not reviewed	What happens if an owner dies, becomes disabled, leaves, or sells?
Not reviewed	Can the lender demand updated financial information?
Not reviewed	Is the rate variable?
Not reviewed	Is there a balloon or maturity date?
Not reviewed	Is collateral shared among obligations?
Not reviewed	Are guarantees limited or continuing?
Not reviewed	Can a line be reduced or not renewed?
Not reviewed	Are key-person, property, or other insurance requirements stated?
Not reviewed	Which professional should review the documents?

Risk follow-up

Question or risk	Document to review	Professional or contact	Follow-up date	Notes

Summary and action log

Planning item	Response
Total estimated business balances	
Total required monthly payments	
Variable-rate obligations	
Upcoming maturities	
Balloon payments	
Personally guaranteed obligations	
Collateralized obligations	
Documents needing review	
Lender contacts requiring independent verification	

Action log

Action	Responsible person	Professional needed	Target date	Completion date	Notes

Related HonorVale Group resources

- [Business Debt and Personal Guarantees](#)
- [Loan Comparison Calculator](#)
- [Business Continuity Checklist](#)
- [Glossary: Collateral](#)
- [Glossary: Balloon payment](#)
- [Glossary: Variable interest rate](#)

Topic notice: This inventory does not calculate payoff amounts, interpret agreements, determine liability, establish lien priority, evaluate covenant compliance, recommend refinancing, or determine whether an obligation should be repaid, modified, renewed, or replaced.

General business education only. This worksheet helps organize information, records, questions, and document locations. It does not verify entries, classify transactions or workers, prepare financial statements or taxes, interpret contracts, determine legal rights or obligations, recommend financing, insurance, benefits, investments, business structures, valuations, buyers, successors, or strategies, establish compliance, predict approval or business performance, or replace qualified accounting, tax, legal, lending, valuation, insurance, payroll, benefits, cybersecurity, human-resources, or regulatory guidance. Review controlling documents and current official information before acting.