

Small Business Development Center Loan Package Checklist

Personal Financial Information	
	Personal Financial Statements <i>(signed and dated)</i>
	Copies of Personal Tax Returns <i>(including all schedules for 3 years)</i>
	Source/Amount of Owner's capital injection
	Credit Report for owners of 20% or more, <i>(dated within 90 days with all derogatories explained.)</i>
	Resumes from Principals, Partners or Proprietors
Financial/Business Information	
	Business Plan
	Description/History of the Business
	Benefits from the loan
	Articles of Incorporation or Assumed Name Certificate
	Credit Report for the business and owners of 20% or more <i>(dated within 90 days with all derogatories explained.)</i>
	Cash Flow Projections <i>(For one year by month. Second and third years may be done by quarters.)</i>
	Projected Profit and Loss <i>(For one year by month. Second and third years may be done by quarters.)</i>
	Notes to Financial Projections <i>(Assumptions)</i>
	Balance Sheet and Profit & Loss Statement <i>(For the interim period dated within 90 days, each page signed/dated. Start-ups should include opening balance.)</i>
	Balance Sheet and Profit & Loss Statement <i>(For last 3 years, each signed and dated.)</i>
	Copies of Business Income Tax Returns <i>(for 3 years)</i>
	Copy of Existing Facility Lease (s) and/or Lease(s) to be acquired
	Schedule of All Business Term Debt <i>(Notes, Contract & Leases Payable)</i>
	Aged Accounts Receivable
	Aged Accounts Payable
Collateral Requirements	
	Schedule of Fixed Assets to be acquired with loan and their cost.
	Appraisal on real estate and most recent Tax Appraisal.
Franchise	
	Franchise Agreement and FTC Disclosure Report*
Construction, Including Leasehold Improvements	
	Construction Contract* by the contractor, architect, or other, with "turn-key" firm cost quotation.
	Copy of performance bond*
Additional Information	
	Partnership Agreements*
	Employment Agreements*
	Change of Ownership/Business Acquisition* <i>(Copy of Buy-Sell Agreement and Copy of Escrow Instructions.)</i>
	Real Estate Acquisition* <i>(copy of sale/purchase agreement, signed/dated, copy of escrow instructions, to include legal description.)</i>
	Hazardous Waste Assessments Report(s)* - <i>(PHASE 1 or 2, must have for existing gas stations and frequently polluting industries.)</i>
	Real Estate Refinancing or Debt Payment* - <i>(Copies of notes, escrow instructions and Settlement Sheet.)</i>

* If applicable