# Loan Application Package Checklist

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<thead>
<tr>
<th>Business Name:</th>
<th>Principal(s)</th>
<th>Date</th>
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- **Completed FCCDC Loan Application Form**
- **Brief description of the business purpose or activity** (especially for established businesses)
  - URL ___ Biz Plan ___ Separate document ___
- **Brief statement on social/community benefit**
- **Personal Financial Statement**
  - (use additional list to disclose all debts including total amount owed and monthly payment schedule)
- **Completed Business Plan**
  - (for Business in existence for 5 years or less)
- **Two Year Cash Flow Projection by month with Assumptions**
- **Inception Balance Sheet**
- **Copy of Lease (rented properties only)**
- **Schedule of Sources and uses of funds to support this project** (highlighting the FCCDC loan and owners equity injection)
- **Past Three Years Personal Income Taxes and Business Tax Returns including all supporting statements and schedules**
- **Resume of Owner and Key Managers/Employees**
- **Property and/or Equipment Appraisals (if available)**
- **Marketing Materials**
- **Itemized list of existing business loans, lines of credit owed and including balances owed and monthly payments**

The following may be needed depending on loan use/project purpose.

- **Written quotes on equipment finance purchase requests** (install price where applicable)
- **Building Trade Quotes from licensed professionals**
  - (applicable for loan requests funding lease hold and/or construction improvements) – *Please itemize*
- **Trade and/or customer references**
- **Bank Rejection Letter (where applicable)**
- **Signed Purchase and Sale Agreement**
- **Other**

FCCDC Staff ______________________ Date Submitted to Lending Program ____________

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