

Loan Application Package Checklist

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