

**APPLICATION CHECKLIST**



- \_\_\_ Complete Business Plan
- \_\_\_ Business and Professional References from the following:
  - ✓ Bank
  - ✓ Accountant
  - ✓ Suppliers (3)
  - ✓ Customers (3)
  - ✓ Personal (3)
- \_\_\_ Resumes or Biographies of Key Management Personnel and Shareholders:
- \_\_\_ Industry Information, such as:
  - ✓ Trade journals
  - ✓ Articles
  - ✓ Other: Identify & Summarize Competitors/ Vendors/ Customers
- \_\_\_ Business Financial Information (Applicant):
  - ✓ Last Three Years Financial Statements and Tax Returns
  - ✓ Interim Financial Statement Current Within 60 Days
  - ✓ Aging of Accounts Receivable and Payable of Same Date as Interim Financial Statement
  - ✓ Projected Financial Statement for Next Two Years
- \_\_\_ Shareholder Financial Information:
  - ✓ Personal Financial Statements on All Shareholders
  - ✓ Last Three Years Tax Returns on All Shareholders
- \_\_\_ Listing of Business Assets and Estimated Values
- \_\_\_ Schedule of All Current Debt and Leases Showing Original Date and Amount, Current Balance, Rate, Payment, Maturity, and Security
- \_\_\_ Copy Of Insurance Certificate Showing All Business Coverage Now in Place
- \_\_\_ All Corporate Documents, including Company Federal I.D. Number
- \_\_\_ Describe Briefly Any Current or Pending Litigation against the Company or Company Personnel, as well as Any Tax Delinquencies Either Business or Personal
- \_\_\_ State Number of Employees Currently, Annual Payroll, and Any Planned Additions to Staff