



**GOVERNMENT DEVELOPMENT BANK
SMALL BUSINESS DEVELOPMENT AGENCY**

LOAN APPLICATION CHECK LIST

APPLICANT: _____

CHECK APPLICABLE COLUMN.

HAVE NEED N/A

FORMS COMPLETED BY BORROWER:

_____	_____	_____	APPLICATION FOR BUSINESS LOAN; COMPLETED, SIGNED, AND DATED.
_____	_____	_____	STATEMENT OF PERSONAL HISTORY; COMPLETED, SIGNED, AND DATED.

WHEN APPLICABLE;

_____	_____	_____	RESOLUTION OF BOARD OF DIRECTORS; SIGNED, DATED, AND CERTIFIED (IF CORPORATION).
_____	_____	_____	CERTIFICATE AS TO PARTNERS; SIGNED, DATED, AND NOTARIZED (IF PARTNERSHIP)

FINANCIAL INFORMATION:

_____	_____	_____	PERSONAL FINANCIAL STATEMENT (LESS THAN 90 DAYS OF APPLICATION).
_____	_____	_____	BUSINESS FINANCIAL STATEMENT, SIGNED AND DATED (LESS THAN 90 DAYS FROM LOAN APPLICATION).
_____	_____	_____	PRIOR THREE YEARS FEDERAL TAX RETURNS (STAMPED).
_____	_____	_____	LIST OF CONTRACTS, NOTES, AND/OR MORTGAGES PAYABLE; SIGNED AND DATED.
_____	_____	_____	AFFILIATES OR SUBSIDIARIES FINANCIAL STATEMENTS; SIGNED AND DATED.
_____	_____	_____	BUSINESS VALUATION; (REQUIRED FOR ALL PURCHASES OF AN EXISTING BUSINESS).

BUSINESS PLAN (TO INCLUDE, BUT NOT LIMITED TO):

- | | | | |
|-------|-------|-------|---|
| _____ | _____ | _____ | <ul style="list-style-type: none"> • BRIEF HISTORY OF THE BUSINESS (PAST-PRESENT-FUTURE) AND EXPECTED BENEFIT • BRIEF DESCRIPTION (RESUME) OF THE EDUCATION AND BUSINESS EXPERIENCE OF MANAGEMENT. • INCOME PROJECTIONS (3 YEARS); SIGNED AND DATED. • MONTHLY CASH FLOW PROJECTION (1 YEAR); SIGNED AND DATED. |
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EXHIBITS REQUIRED WITH LOAN APPLICATION:

_____	_____	_____	APPRAISAL REPORT (LESS THAN ONE YEAR OLD).
_____	_____	_____	COPY (IES) OF DEED (S)AND/OR TITLE(S), INCLUDING LEGAL DESCRIPTION.
_____	_____	_____	COPY OF PURCHASE OPTION CONTRACT.
_____	_____	_____	COPY (IES) OF LEASE AGREEMENTS (S).
_____	_____	_____	PERMIT OF USE.
_____	_____	_____	ESTIMATE OF INVENTORY MACHINERY AND EQUIPMENT AND FURNITURE AND FIXTURES TO BE ACQUIRED.
_____	_____	_____	INVENTORY LISTING (EXISTING BUSINESSES).
_____	_____	_____	CONSTRUCTION/IMPROVEMENT ESTIMATE.
_____	_____	_____	CONSTRUCTION PLANS AND PERMITS.
_____	_____	_____	ARTICLES OF INCORPORATION, BY-LAWS, CERTIFICATE OF GOOD STANDING.
_____	_____	_____	PARTNERSHIP AGREEMENT.
_____	_____	_____	CERTIFICATE OF EXISTENCE.
_____	_____	_____	COPIES OF BUSINESS LICENSE.
_____	_____	_____	REFERENCES (THREE, MINIMUM).
_____	_____	_____	CREDIT REPORT (BUSINESS AND PRINCIPALS).
_____	_____	_____	EXPLANATION OF BANKRUPTCY AND/OR JUDGEMENTS.
_____	_____	_____	OTHER

_____ ACCEPTED FOR PROCESSING _____ RETURNED TO APPLICANT DATE _____

SCREENED BY: _____