

## Checklist for Loan Applicants

- Completed Business Plan with the following elements: staff initials
- Executive Summary \_\_\_\_\_
  - Description of Business \_\_\_\_\_
    - o Business History \_\_\_\_\_
    - o Operational Plan \_\_\_\_\_
  - Market Research include backup information \_\_\_\_\_
  - Marketing Plan \_\_\_\_\_
  - Management Plan \_\_\_\_\_
    - o Address Personnel/Staffing Needs \_\_\_\_\_
    - o Resumes \_\_\_\_\_
  - Project Description \_\_\_\_\_
  - Source & Use Statement \_\_\_\_\_
  - Cash Flow Projections for 2 Years \_\_\_\_\_
  - Profit and Loss Statement \_\_\_\_\_
  - List of Pledged Collateral \_\_\_\_\_

Must include:

- Completed application \_\_\_\_\_
- Application fee \_\_\_\_\_
- Collateral appraisal fee \_\_\_\_\_
- Personal Financial Statement \_\_\_\_\_  
*(**must be complete and accurate**)*
- Three Years Personal Tax Returns \_\_\_\_\_
- Three Years Business Tax Returns \_\_\_\_\_  
*(if existing business or if buying an existing business)*
- Explanation of Credit *(if requested)* \_\_\_\_\_
- All Certifications \_\_\_\_\_
- DBA Certificate *(if sole proprietor)* or \_\_\_\_\_  
Certificate of Good Standing from NY Dept. of State  
*(only if existing Corporation)* and Certificate of Incorporation
- Current Property Tax Statement \_\_\_\_\_
- Copy of Planning Commission application & \_\_\_\_\_  
approval if available for any municipality you will operate in.
- Copy of Zoning Committee application if necessary \_\_\_\_\_
- Copy of Historic Commission application if necessary \_\_\_\_\_
- Current Certificate of Occupancy \_\_\_\_\_
- Appraisal if needed \_\_\_\_\_

***Personal Guarantee must be given in order to receive any loan***

I have read and understand that all information \_\_\_\_\_  
must be submitted at least three weeks prior to all meetings *(must be signed & date)*