



Loan Application Checklist

I. Loan Application

- Loan Application (TARCOG form)
- Brief description of proposed project to include statement of job creation/retention

II. Business Financial Documents

- 3 Year Federal Tax Returns
- Interim Financial Statements (year-to-date)
- Business Debt Schedule (form attached)

III. Personal Documents

- Personal Financial Statement (form provided)
- 3 years personal Federal tax returns for owners with 20% or more ownership in applicant business
- Management Resume - each officer (form provided)
- Affiliate Information
 - 3 years tax returns
 - Interim financial statements
 - Debt Schedule

IV. Additional Documentation (as applicable)

- Copy of Sales and Purchase Agreements
- Copy of Warranty Deed and Survey (real estate transactions)
- Environmental Questionnaire form
- Real estate transactions - from lenders, borrowers, or agents
- Contractor bid/estimates
- Quotes/sales agreements for purchase of equipment / machinery
- Business History
- Business Plan including projections (if applicable)
- Formation documents
- Franchise Agreements
- Copy of proposed or existing leases
- Participating lender letter
- Insurance information
- Statements concerning source of equity