



**Imperial County Community
& Economic Development**
Promoting Economic Development Throughout Imperial Valley

940 Main Street, Ste. 203
El Centro, CA. 92243
(760) 482-4900
(760) 337-8907 FAX

MICRO LENDING PROGRAM CHECKLIST

CLIENT NAME: _____

- _____ 1. ICCED BUSINESS LOAN APPLICATION - Completed application
- _____ 2. BUSINESS PLAN - A copy of the Business Plan.
- _____ 3. PROOF OF OTHER FINANCING
- 3a) Proof that borrower has not been able to secure 100% financing through a bank or other lending institution.
- 3b) In the event that there is a business within a City that has an active RLF program, the client will need to secure financing from the City.
- _____ 4. CURRENT BUSINESS FINANCIAL STATEMENT - To include:
- 4a) Balance Sheet
- 4b) Profit/Loss Statement
- 4c) Statement of Cash Flow and
- 4d) Summary of Aging of Accounts Receivables & Accounts Payables for the interim period (last three months)
- 4e) Interim financial statement to be dated within 60 days of application.
- _____ 5. SCHEDULE OF ALL BUSINESS TERM DEBT - To correspond with interim financial statement (item #4 above). The loan balances provided on this form need to match those on the interim financial.
- _____ 6. PROJECTIONS - Provide a business plan with projected revenue & expenses.
- _____ 7. PERSONAL ITEMS - Personal Financial Statement - Updated personal financials to be dated within 60 days of application. Required for each principal.
- _____ 8. PERSONAL FEDERAL INCOME TAX RETURNS - For the last three years (2007, 2008 & 2009), including all schedules. Required for each principal.
- _____ 9. BUSINESS INCOME TAX RETURNS - For the last three years (2007, 2008 & 2009), including all schedules.
- _____ 10. PERMITS AND/OR LICENSES - Copy of all applicable operating permits and/or licenses.