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## REVOLVING LOAN FUND PROGRAM CHECKLIST

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**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 (2001, 2002 & 2003), including all schedules. Required for each principal.
- \_\_\_\_\_ 9. **BUSINESS INCOME TAX RETURNS** - For the last three years (2001, 2002 & 2003), including all schedules.
- \_\_\_\_\_ 10. **PERMITS AND/OR LICENSES** - Copy of all applicable operating permits and/or licenses.