

**REGION 9 ECONOMIC DEVELOPMENT DISTRICT  
LOAN APPLICATION DOCUMENT CHECK LIST**

**Borrower (s)** \_\_\_\_\_ **Date** \_\_\_\_\_

**DOCUMENT** **RECEIVED**

**Region 9 Loan Application** \_\_\_\_\_

**Region 9 Job Development Statement** \_\_\_\_\_

**Business Federal Tax Returns for previous 3 years** \_\_\_\_\_

**Three years annual and current year to date Income Statement (P&L)** \_\_\_\_\_

**Three year-end historical and current Balance Sheet** \_\_\_\_\_

**Business Plan (This requirement may be waived at BLF administrators discretion)** \_\_\_\_\_

**Business License** \_\_\_\_\_

**If historical cash flow does not support projected debt service, we will need the following:**

**1. Three year profit and loss and balance sheet projections** \_\_\_\_\_

**year one on a monthly basis, and year two and three annual** \_\_\_\_\_

**2. Monthly cash flow forecast for the first year** \_\_\_\_\_

**All owners with a 20% or greater ownership, or any additional guarantor, must provide the following:**

**1. Personal financial statement (on Region 9 or bank form)** \_\_\_\_\_

**2. Personal tax returns for previous 3 years** \_\_\_\_\_

**Copy of existing lease or purchase agreement** \_\_\_\_\_

\_\_\_\_\_ **Business Facility**

\_\_\_\_\_ **Land acquisition**

\_\_\_\_\_ **Purchase of existing business**

**Corporation/LLC** \_\_\_\_\_

\_\_\_\_\_ **Articles of Incorporation/Organization**

\_\_\_\_\_ **By-Laws or Operating Agreement**

\_\_\_\_\_ **S-Corp Election**

**Partnership** \_\_\_\_\_

\_\_\_\_\_ **Partnership Agreement**

\_\_\_\_\_ **Partnership agreement to borrow funds**

\_\_\_\_\_ **State approval of Limited Partnership**

**Sole Proprietor** \_\_\_\_\_

\_\_\_\_\_ **Trade Name Affidavit**

**Major business contracts** \_\_\_\_\_

**List of major business equipment to be purchased** \_\_\_\_\_

**Resumes of key personnel** \_\_\_\_\_

**Other (as identified below)** \_\_\_\_\_

**Appraisal and/or Equipment List (Collateral Value)** \_\_\_\_\_

**DUNS Number** \_\_\_\_\_

**I understand that the documents requested above must be submitted in order to have a complete loan package for review by the BLF Loan committee. Additional information may be requested by Region 9 during the loan underwriting process.**

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**Region 9 Economic Development District**  
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**Signature of Applicant**