

Borrower Name:

**This information is needed in order to process  
your loan request. Additional information  
may be requested.**

COMPLETE THIS CHECKLIST BY CHECKING THE "YES" BOX IF YOU HAVE SUBMITTED THE INFORMATION OR THE "N/A" BOX IF IT IS NOT APPLICABLE TO YOUR PROJECT. HAVE YOU SUBMITTED:

**INDIVIDUAL INFORMATION**

**YES N/A**

2. **Northside Community Development Fund – Personal Financial Statement** for each owner with twenty percent (20%) or greater ownership or any co-signers and/or guarantors for the requested loan, if applicable.
3. Most recent three (3) years personal Federal Income Tax returns [1040] with **W-2s or 1099s** for each owner with twenty percent (20%) or greater ownership.
4. Resumes for individuals listed on Northside Community Development Fund Form #1 as well as key management personnel.

**BUSINESS INFORMATION**

**YES N/A**

1. A complete **Loan Application Part 1 – General Information** to describe the project.
2. A business plan.
3. Balance Sheets for the last three (3) years.
4. Income Statements for the last three (3) years.
5. Cash Flow Statements for the last three (3) years.
6. Federal Income Tax returns prepared for the business for the last three (3) years.
7. Aging of Accounts Receivable & Payable dated within 90 days of filing for application.
8. Projected Balance Sheets, Income Statements and Cash Flow Statements for three (3) years (first year on a month-by-month basis for new businesses).
9. Most recent interim year-end Balance Sheet, Income Statement and Cash Flow Statement for your business.
10. List containing the original date and amount, present balance owed, interest rate, monthly payment, maturity and security for each outstanding loan or debt of your business. Please indicate whether the loan(s) is(are) current or delinquent.

**YES N/A**

11. List of vendor/supplier cost estimates (including installation) of machinery, equipment, furniture or fixtures to be purchased with the loan.
12. An appraisal and a copy of the property sales agreement if your project includes the acquisition of land or building(s).

- 13. List of construction project costs including contractor's estimates if your project involves building renovation or new construction.
- 14. A copy of your lease agreement or a proposed lease agreement (tenant leases for real estate projects). Prior to closing, a fully executed lease agreement and landlord's waiver will be required.
- 15. Copies of all lender commitment letters detailing the terms and conditions of such.
- 16. Details if you, other stockholders or partners ever defaulted on loan obligations or been involved in bankruptcy proceedings.
- 17. Details if your present company(ies) or any of your past business enterprises ever defaulted on loan obligations or filed for bankruptcy.
- 18. Details if you or your business is involved in any pending lawsuits or lawsuits.
- 19. Names of your company's affiliates or subsidiaries and their relationship with your company along with a current balance sheets, operating statements and addresses for each.
- 20. A copy of the franchise agreement if your business is a franchise.
- 21. A copy your company's organizational documents (i.e. Articles of Incorporation, By-Laws, Partnership Agreement, Fictitious Name Documents, etc.)
- 22. Check made payable to Northside Community Development Fund in the amount of \$400.00 as a non-refundable application fee.
- 23. A Letter of support from the member organization of the Northside Leadership Conference representing the area in which the business is located.