

Loan Package Checklist



1. ____ Current (within 90 days) and previous three years' business financial statements and/or federal tax returns.
2. ____ Submit projected income for at least two years
3. ____ Personal federal income tax returns for the past three years, from all owners with 20% or more ownership.
4. ____ For all equipment purchases and/or minor building renovations, provide contractors estimates, suppliers price quotations and purchase orders.
5. ____ If you are planning to purchase real estate, please submit a complete copy of the Agreement of Sale. If you own the property to be renovated, submit a copy of the deed.
6. ____ If you currently rent your current location, submit a copy of the lease.
7. ____ If you are planning to renovate commercial real estate, please submit preliminary plans and specifications for new construction or renovation and cost estimates prepared by a qualified, independent third party (General Contractor or Architect)

BUSINESS PLAN REQUIREMENTS

1. ____ Description of Products and Services
2. ____ A Marketing Plan
3. ____ Management Structure and Organization
4. ____ Business Operations
5. ____ Financial Plan
6. ____ Start up investment requirements
7. ____ Business needs/capital equipment list
8. ____ Cash flow projections (monthly & 3 year)
9. ____ Monthly estimate of revenue and expense
10. ____ Projected balance sheet with notes and explanation
11. ____ Summary of financial plans and needs
12. ____ Any additional information which will assist The Sequoyah Fund in analyzing your application

Client or Business Name:

Business Specialist Signature:

Manager Signature:
