

Kansas Association of Certified Development Companies Business Loan Application

This checklist has been provided to assist you through the process of gathering the necessary information for the *initial evaluation* of your loan request. **Complete** information will be necessary to process your application. Forms are provided for items 1-14:

- 1. Applicant Information
- 2. Financial References
- 3. History and Description of Business
- 4. Signed Authorization to Release Information and Indemnification Agreement
- 5. Signed CDC Client Survey
- 6. Schedule of Collateral
- 7. One Year Projection of Profit & Loss by Month including rate of growth for years 2 & 3
(Attach assumption) Explanations provided on form
- 8. Three Year Annual Projection (Attach assumptions)
- 9. List of Obligations. This schedule must be dated the same as Interim Business Financial Statement (#15 below) and reflect complete information for all outstanding liabilities as shown on the Interim Business Statement.
- 10. Management Resume Provide complete resumes on all individuals referred to in #3 above
- 11. Personal Income and Expense Analysis
- 12. Personal Financial Statement. Complete on all owners, partners, officers, directors, key employees, guarantors and stockholders with 20% or more total stock --- statement(s) not over 60 days old
- 13. Environmental Questionnaire
- 14. IRS Form 4506, signed by seller if purchasing an operating business and/or by present owner/officer if an ongoing operation. If this is a new business, do not fill out.

IN ADDITION, PROVIDE THE FOLLOWING FOR APPLICANT BUSINESS AND ALL AFFILIATES:

- 15. ***Business Financial Statements and Complete Tax Returns with ALL Schedules.***
Income statements, balance sheets and tax returns for three (3) prior year end periods
- 16. ***Interim Business Financial Statement.*** Income statement & balance sheet dated no later than 60 days
- 17. ***Personal Tax Returns.*** Complete federal tax returns for the past three (3) years on each individual referred to in #3 above.

OTHER (only if applicable):

- 18. ***Copy of Proposed Purchase Agreement***
- 19. ***Copy of Existing or Proposed Franchise Agreement and FTC Disclosure Statement***
- 20. ***Copy of Existing or Proposed Lease Agreement***
- 21. ***Copy of Partnership Agreement***
- 22. ***Copy of Articles of Incorporation and Bylaws and Minutes of first meeting in which officers are named***
- 23. ***Copy of Appraisals and Environmental Report***
- 24. ***Copy of Contractor Bids***
- 25. ***Copy of Real Estate Contract***
- 26. ***Disclosure of any previous government financing, including student loans and residential mortgages***

FOR MORE INFORMATION CONTACT YOUR CERTIFIED DEVELOPMENT COMPANY