

Checklist

PLEASE PROVIDE THE FOLLOWING DOCUMENTS AND INFORMATION

Business information

	Business financial statements for the last two years
	Projections (if business is less than three years old)
	Interim financial statement dated within the last 60 days
	Business debt schedule (form attached)
	Federal tax returns for the last two years
	Articles of Incorporation, Amendments thereto, and By-Laws (if corporation)
	Articles of Organization and Operating Agreement (if LLC)
	Partnership Agreement (if partnership)
	Business License <i>and</i> Fictitious Business Name Statement (if proprietorship)
	Franchise Agreement

Personal information (for each owner of 20% or greater)

	Personal tax returns for the last two years
	Personal Resumé (form attached)
	Personal Financial Statement (form attached)

Real estate information

	Real Estate Purchase Agreement or settlement sheet
	Construction cost budget and/or equipment invoices
	Existing environmental studies