

## **CHECKLIST OF BASIC ITEMS NEEDED TO APPLY FOR A SMALL BUSINESS LOAN**

1. \*Basic Business Plan for new and existing business including the following:
  - Business Product or Service
  - Owners and Key Management Personnel
  - Market Analysis and Summary
  - Opportunities
  - Challenges
  - Business Concept
  - Goals and Objectives
  - Financial Plans
  - Risk and Rewards
  - Key Issues
2. Personal Tax Returns for most recent 2 years
3. Business Tax Return for most recent 2 years for existing business
4. Current year financial statements within the last 60 days for existing business
5. Projected monthly cash flow statement for new and existing businesses
6. Business notes payable and receivable for existing business
7. Resume of key management and owners
8. Copy of most current personal credit report (available on-line)
9. List of assets to be used for collateral to secure the loan
10. Commitment letter for funding from a bank if available
11. Commitment letter from the borrower on financial contribution to the business
12. A non-refundable loan application fee of \$500 for any loans over \$25,000 and a loan application fee of \$100 for any loans under \$25,000.

Note: For an existing business, please try to get the previous owner to share their financial information on monthly cash flow charts and profit and loss statements. Two to three years of records will be of great help in evaluating the potential success or failure of the venture.

\* Community College's Small Business Centers provide a valuable source of information and assistance in developing a good Business Plan which is essential in securing financing.