



1430 East Ave., Suite 4A, Chico, CA 95926

Phone (530) 893-8732

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Application Checklist

(For corporations, partnerships and limited liability companies)

Each Applicant must submit the following items:

\$250 application fee with completed Loan Application Fee Policy. Please make check payable to: 3CORE, Inc.

Completed Business Loan Application

Income statement expense projections for the next 2 years broken down by month

Assumptions for each year of income statement expense projections (an explanation of how the numbers in each of the projections were determined)

Interim balance sheet and interim income statement (covering January 1st through end of last month); including Account Receivables and Payables Aging, if applicable

Copies of business federal tax returns for the past three years (signed and dated with all schedules and attachments), if applicable

Year End Business balance sheet and income statements for past three years

Copy of any proposed or existing lease agreement, if applicable

Completed List of Current Employees and Proposed Hiring Schedule

Description of Real Estate (legal and property type) for Real Estate secured requests, if applicable

Invoices or Purchase Orders of equipment to be financed, if applicable

Entity Documents:

Articles of Incorporation and Bylaws, or Partnership Agreement, or Articles of Organization and Operating Agreement for LLC

Each person who owns 20% or more of the business must also submit:

Personal Resume(s)

Completed Credit Authorization form

Completed Personal Financial Statement form (must be within 90 days of application date)

Completed Personal Budget Analysis form

Copies of personal federal tax returns for the past three years (signed and dated with all schedules and attachments), if applicable

Startup businesses: businesses with less than two years of sales must also submit:

Complete business plan

Existing businesses: businesses with two years of sales or more must also submit:

Executive summary (a description of history, operations, highlights, achievements and management of the business)