



2515 Ceanothus Avenue, Suite 105, Chico, CA 95973

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Application Checklist

(For corporations, partnerships and limited liability companies)

Each Applicant must submit the following items:

- 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) SPAC 10/09/09