



2515 Ceanothus Avenue; Suite 105 Chico, CA 95973

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## **Application Checklist**

(For sole proprietorship)

**An incomplete application will not be processed**

### **Each Applicant must submit the following items:**

- Completed Business Loan Application
- 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
- 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 1<sup>st</sup> through end of last month); including Account Receivables and Payables Aging, if applicable
- Copies of 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

### **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)