

## **REQUIRED ATTACHMENTS (Check Items Attached)**

- 1. A brief history of the business and past employment growth.
- 2. Market information on the business' products or services and identification of existing and potential major customers and competitors.
- 3. Three years historical financial statements which consist of: a balance sheet, profit and loss statement and a reconciliation of net worth. This information shall cover three years, as well as the most recent 90 days. Accountant's notes or detailed notes, in those instances in which the statement is not audited, shall be included with the statement. OR
- 4. Prior three years of tax statements for those small businesses with no formal financial statements.
- 5. If a corporation, a list of the officers and stockholders owning 20 percent or greater share of the outstanding stock. If the corporation is large, the City may require this information of officers or stockholders owning 10 percent or greater share of the outstanding stock.
- 6. Personal Financial Statement of each principal in the business (proprietor, partner, and, if a corporation, each officer and each stockholder owning 20 percent or greater share of the outstanding stock), as well as a brief personal history statement for each. Each person or entity which will guarantee the RLF loan must also submit a Personal Financial Statement. The attached Personal Financial Statement form or one which provides comparable information shall be used. The City may require a personal financial statement of persons owning 10 percent or greater share of the outstanding stock for large corporations.
- 7. Financial statements of the general partners, if a business is a limited partnership. If a business is a corporate general partner, the personal and corporate financial statements of the general partner shall be submitted.
- 8. Projected earnings report which includes a three year projected balance sheet and profit and loss statement, as well as a one year monthly cash flow statement. Base assumptions shall also be included. The attached Projected Cash Flow form or one showing comparable information shall be used for the one year monthly cash flow statement.
- 9. Business plan and/or market feasibility information which addresses the business' products or services and identifies existing and potential major customers and competitors.
- 10. A copy of the lease, if the applicant's interest in the property is a leasehold.
- 11. A list of major equipment or classes of equipment to be acquired. For acquisitions of new machinery and equipment, reliable vendor cost estimates shall be provided. For used machinery and equipment acquisitions, an appraisal shall be provided which demonstrates that the fair market value is in line with the purchase price.
- 12. A copy of the patent or license, if the business manufactures a tangible product.

- 13. A detailed explanation of the need for and specific use of working capital. If used for inventory, a list with supporting cost estimates shall be provided.
- 14. A list of all sources of leveraging (i.e. financing other than the Revolving Fund Loan) documented by written letters of commitment. Loans from financial institutions used as leverage shall indicate approval as well as the loan amount, the specified term and rate, collateral, and conditions attendant to the loan. Equity contributions shall be documented through signed letters from the benefiting business.
- 15. Documentation of the legal status of the borrower and authorization to enter into the loan, e.g., Articles of Incorporation, Secretary's Certificate, Certificate of Good Standing, Corporate Resolution, etc.
- 16. A list of the holder(s) of lien(s) for each piece of personal property or equipment, if any tangible personal property or equipment is or will be secured by a lien.
- 17. A signed Job Creation/Retention form verifying the number of jobs to be created and/or retained, including the number to be filled by low and moderate-income persons and the specific time period over which this will occur.
- 18. Signed Release/Authorization form(s)