

Additional Information to be submitted with application during the next stage:

- ◆ Business Plan (required if applicant is a startup business or less than 3 years in operation)
- ◆ Business Story Narrative (include management team, industry statistics, marketing niche)
- ◆ Resumes of owners, partners, key officers, and key personnel
- ◆ Balance sheets and income statements for business for the last 3 years
- ◆ Current interim (year to-date) balance sheet and income statement (not over 45 days old)
- ◆ Complete IRS income tax returns - both business and personal for the last 3 years
- ◆ Personal financial statements for proprietor, partner, shareholder or personal guarantor (*Note: All loans must be personally guaranteed by all persons with 20% or more ownership*)
- ◆ Profit and loss projections and income statement projections for 3 years (1st year monthly)
- ◆ Schedule of long-term debt (include lender, amount borrowed, remaining balance, interest rate and monthly payments)
- ◆ List of collateral offered and estimated value (*All MCEDD loans must be fully collateralized as determined by MCEDD staff*)
- ◆ Bank denial or commitment letter (*This information can also be submitted via email*)

Other information that may be required if applicable:

- ◆ Articles of incorporation and certificate/partnership agreement/LLC organization documents
- ◆ Site plan
- ◆ Earnest money agreements, financial agreements, contract agreements
- ◆ Copy of bids or cost estimates by contractor
- ◆ Schedule for construction start and completion
- ◆ Appraisal(s)
- ◆ Legal description of property
- ◆ Evidence of acceptable zoning/land use compliance
- ◆ Aging of accounts payable and/or accounts receivable
- ◆ Copy of equipment list and bids
- ◆ List of any affiliates and current financial statement for each
- ◆ Verification of applicant's equity/cash for project
- ◆ Lease/rental agreements
- ◆ Documentation required licenses, permits, bonding, insurances.

Note: Other documents and supporting information may be requested during review of application.