



# Columbus-Franklin County Finance Authority

## Neighborhood Improvement & Small Business Loan Application Checklist

1. Business plan or executive summary, including:
  - a. Description of borrowing entity (legal structure, organizational chart and composition)
  - b. Background and history of company and management (include resumes)
  - c. Project description (to include address, fixed asset investment, job retention and or creation, community impact)
  - d. Sources and Uses of project costs
  - e. Marketing plan with analysis of competition that demonstrates management's understanding of marketing
2. Business balance sheets and income statements
3. Previous three years federal tax returns of the owner(s) of the business if ownership is equal to or greater than 20%.
4. Three years of business tax returns and interim financial statements for the current year for any affiliated businesses
5. Financial projections of applicant for next 2 years including written assumptions. First year month-by-month.
6. Personal financial statement
7. Debt Schedule
8. Project supporting documentation such as purchase contracts, preliminary plans and specifications, contractor bids / contracts and invoices.
9. Project supporting documentation as applicable:
  - a. Existing appraisal
  - b. Purchase contracts
  - c. Preliminary plans and specifications
  - d. Design plans
  - e. Contractor Bids/Invoices
10. Phase I environmental study. If required by Phase I, Phase II environmental study. Environmental questionnaire (if applicable).
11. Other supporting documentation such as credit reports, letters of intent, letters of reference, contracts, legal descriptions, patent or pending patents, copies of leases, feasibility studies, as requested. Attach as appropriate.