



Coastal Area District Development Authority, Inc.

Building a Community through Small Business

Application Checklist

A complete application and all applicable checklist items must be received before loan can be processed.

Business Information

	Federal tax returns for the last 3 years for borrowing entity
	Federal tax return for last 2 years for all affiliate businesses
	Month-end interim financial statement, balance sheet, and income statement dated within the last 60 days for borrowing entity and affiliate businesses
	Business debt schedule corresponding to interim financial statement (located in application)
	Business Plan with projections and detailed assumptions (If requesting working capital first year must be month-to-month.)
	For LLC: Articles of Organization and Operating Agreement (if applicable)
	For Corporation: Articles of Incorporation and Bylaws (if applicable)
	For Partnerships: Partnership Agreement with all exhibits and State Registration (if applicable)
	Trust—Trust Agreement with all exhibits (if applicable)
	Franchise Agreement (if applicable)

Personal Information (for *each* individual with 20% or greater ownership)

	Personal tax returns for the last 3 years
	Personal Profile and Certification form (located in application)
	Personal Financial Statement (located in application)

Asset Purchase

	Asset purchase agreement to include business acquisition, real estate and/or equipment purchase
	Detailed construction cost budget with supporting bid
	List of furniture, fixtures, and equipment, including \$ amounts, with supporting vendor quotes
	Existing environmental report, business valuation and/or appraisal (if available)

All funding is through Equal Opportunity Loan Programs.