

LOAN APPLICATION CHECKLIST

In order to complete our analysis of your loan request and structure a financing package that meets your company's needs, we need to review the information outlined below. Please note that all items must contain an original signature and date. If you have any questions about the forms or require assistance in completing them, please contact the BizCapFund Manager.

I. LOAN APPLICATION

1. Application, including the Business Profile and Management Profile. The Management Profile must be completed by each partner holding 20% or more Common Stock and/or key management personnel.

II. BUSINESS FINANCIAL EXHIBITS

1. Fiscal year-end Business and Financial Statement for three (3) prior years.

2. Business Federal Tax Returns for three (3) prior years, including all supporting schedules and statements.

3. Interim Business Financial Statements (year to date), current within 60 days of application date.

4. Business Debt Schedule

5. Accounts Receivable and Accounts Payables Aging Report (corresponding to dates of interim financial statements).

6. Month to Month Projections for new or expanding businesses: provide minimum of one (1) year projections by month, plus assumptions.

7. Business Plan (for new businesses or as requested) Should include marketing strategy, sales plan, operational plan, management plan, pro-forma balance sheet, income and expense projections and other pertinent information.

III. PERSONAL FINANCIAL EXHIBITS

1. Personal Financial Statement for all partners, owners with 20% or more ownership interest and/or key managers or guarantors.

2. Personal Budget Analysis

3. Personal Federal Tax Returns for three (3) years, including all supporting schedules and statements.

IV. MISCELLANEOUS (AS APPLICABLE)

1. Execute or Certified Copy of Buy/Sell Agreement.

2. Copy of Real Estate Purchase Agreement or letter of interest.

3. Description of Collateral

4. Articles of Incorporation, Partnership Agreement, Bylaws, etc.

5. IRS Form 4506-T

6. Other: _____

V. AUTHORIZATION

TCEDC authorization to Release Information