

North & East Lubbock Community Development Corporation Documentation Checklist

(all items must be provided for consideration; additional items may be requested)

All Applications

- ___1. Completed North & East Lubbock CDC Application and resume
- ___2. Personal tax returns for the most recent three years (for anyone with ownership in the business and any other person or entity providing a guaranty on the loan) as follows:
 ___2005___ ___2004___ ___2003___
- ___3. Financial projections for the next two years
- ___4. Personal bank statements for the most recent three months (for anyone with 20% or greater ownership in the business and any other person or entity providing a guaranty on the loan); if bank print-outs are provided instead of statements, the print-outs must include the bank's name and address and must and must be signed by an authorized signer of the bank
- ___5. Personal paychecks stubs for the most recent 30-day period (for anyone with 20% or greater ownership in the business in the business and any other person or entity providing a guaranty on the loan). If self-employed, provide year-to-date profit and loss statement.
- ___6. **DETAILED** outline of the loan request (including an explanation of the **SPECIFIC** use of the loan proceeds)
- ___7. Listing of collateral to be pledged as security including:
 - The estimated value of each item
 - Information on all liens that exist on each collateral item listed (lender name/address/phone number, account number, original balance, current balance, monthly payment, etc.)
- ___8. Business plan that includes:
 - Detailed description of the business (including its location)
 - Date established
 - Market research and demand for goods or services
 - Marketing plan
 - Resume(s) reflecting experience, education and training of owner(s) and manager(s)
 - Plan for reimbursement of loan