

# Kansas Association of Certified Development Companies Business Loan Application Checklist

This checklist has been provided to assist you through the process of gathering the necessary information for the *initial evaluation* of your loan request. Complete information will be necessary to process your application. Forms are provided for items 1 - 12.

- 1. **Loan Request Form** (Form 1)
- 2. **History and Description** (Form 2)
- 3. **Personal Financial Statement** - Complete on all owners, partners, officer, directors, key employees, guarantors and stockholders with 20% or more total stock--not over 60 days old. (Form 3)
- 4. **Financial References** (Form 4)
- 5. **Management Resume** - Provide complete resumes on all individuals referred to in #3 above. (Form 5)
- 6. **Personal Income and Expense** (Form 6)
- 7. **List of Obligations** - This schedule must be dated the same as Interim Business Financial Statement (#14 below) and reflect all outstanding liabilities as shown on the Interim Business Financial Statement. (Form 7)
- 8. **One Year Projection of Profit & Loss by Month** and annual projections for years 2 & 3. (assumptions will need to be provided) (Form 8)
- 9. **Environmental Questionnaire** (only if real estate is being purchased) (Form 9)
- 10. **Schedule of Collateral** (Form 10)
- 11. **Signed Authorization to Release Information and Indemnification Agreement** (Form )
- 12. **CDC Client Survey** (Form )

**IN ADDITION, PROVIDE THE FOLLOWING FOR APPLICANT BUSINESS AND ALL AFFILIATES:**

- 13. **Business Financial Statements and Complete Tax Returns with All Schedules** - Income statements, balance sheets and tax returns for three prior year end periods.
- 14. **Interim Business Financial Statement** - Income statement & balance sheet dated not over 60 days old.
- 15. **Personal Tax Returns** - Provide federal tax returns for the past three years on each individual referred to in #3 above.
- 16. **Copy of resolution authorizing business to borrow**

**OTHER (only if applicable):**

- 17. **Copy of Proposed Purchase Agreement**
- 18. **Copy of Existing or Proposed Franchise Agreement**
- 19. **Copy of Existing or Proposed Lease Agreements**
- 20. **Copy of Partnership Agreement**
- 21. **Copy of Articles of Incorporation & Bylaws**
- 22. **Copy of Appraisals** (including remaining useful life) **and Environmental Report**
- 23. **Copy of Contractor Bids**
- 24. **Copy of Real Estate Contract**

**FOR MORE INFORMATION CONTACT YOUR CERTIFIED DEVELOPMENT  
COMPANY**