

West Central Arkansas Planning and Development District, Inc.

Post Office Box 6409

Hot Springs, Arkansas 71902

Loan Application Checklist

(THE FOLLOWING MUST BE SUBMITTED: (ALL EXHIBITS MUST BE SIGNED AND DATED.)

Indicate if Attached (X) or Not Applicable (N/A))

<input type="checkbox"/> 1.	A history and description of the business, analysis of management ability, and a Use of Proceeds statement. Exhibit 1	<input type="checkbox"/> 10.	A schedule of debts which includes the original date and amount, monthly payment, interest rate, present balance owed, maturity, to whom payable, and collateral securing the loan for each short-term and long-term loan that the business currently has outstanding or has planned for the next 12 months (other than the RLF loan). Please indicate whether each loan is current or delinquent. Exhibit 9
<input type="checkbox"/> 2.	A Personal History Statement (SBA Form 912) for each officer and director (regardless of ownership) and each proprietor, partner and stockholder with 20% or more ownership of the small business concern (SBC) and, if different, each owner with 20% or more ownership of the alter-ego. Exhibit 2.	<input type="checkbox"/> 11.	The names of affiliated (through ownership or management control) or subsidiary businesses as well as the last two fiscal year-end financial statements and a current financial statement for each of these firms. Exhibit 10.
<input type="checkbox"/> 3.	Personal financial statement (SBA Form 413) current within 90 days for each proprietor, partner or stockholder with 20% or more ownership of the SBC, and, if different, each owner with 20% or more ownership of the alter-ego. Exhibit 3.	<input type="checkbox"/> 12.	If the business is a franchise, include a copy of the franchise agreement <u>and</u> the franchiser's Disclosure Statement that is required by the Federal Trade Commission. Exhibit 11.
<input type="checkbox"/> 4.	Resumes of the principals involved in the day-to-day management. Exhibit 4.	<input type="checkbox"/> 13.	A copy of key cost documents such as real estate purchase agreements, contractor cost estimates, vendor quotes for machinery and equipment, etc. Exhibit 12.
<input type="checkbox"/> 5.	A balance sheet and income statement for the previous three years for the SBC. If the SBC is a new business, provide a proforma balance sheet with a <u>description of assumptions</u> attached. Exhibit 5.	<input type="checkbox"/> 14.	If applicable, a copy of the existing or proposed lease agreement. Exhibit 13.
<input type="checkbox"/> 6.	Tax Returns from the previous three years, both Business and Personal returns needed.	<input type="checkbox"/> 15.	An independent appraisal for construction projects on an "as completed basis". Exhibit 14.
<input type="checkbox"/> 7.	A balance sheet and income statement dated within <u>90 days</u> of the application together with an aging of the accounts receivable and accounts payable listed. Exhibit 6.	<input type="checkbox"/> 16.	Environmental analysis, if applicable. Exhibit 15.
<input type="checkbox"/> 8.	Where appropriate, a projected, annualized income statement for the first two years after the loan with a <u>description of assumptions</u> attached. Exhibit 7.	<input type="checkbox"/> 17.	A letter from the participating lender stating the terms and conditions of its participation and <u>the reason why it will not finance the entire project.</u> Exhibit 16.-waiver
<input type="checkbox"/> 9.	For a <u>new business</u> , a monthly cashflow analysis for the first 12 months of operation or for three months beyond the break-even point (whichever is longer) together with a <u>description of assumptions</u> . Exhibit 8.	<input type="checkbox"/> 18.	EDA Compliance Forms. Exhibit 17.-at closing
		<input type="checkbox"/> 19.	SBC Corporate Resolution-not applicable if sole proprietorship

Received:

Name:

Date: