

REQUIRED INFORMATION CHECKLIST



MINERAL POINT REVOLVING LOAN FUND PROGRAM

Checked items are to be submitted with application (please sign and date the first page of each document):

- 1. Balance sheet and profit & loss statement for previous three years.
- 2. A current balance sheet and a current operating statement (not over sixty days old).
- 3. Three-year projection including balance sheets and income statements.
- 4. Letter from bank indicating bank's participation in project. The bank should advise the City of all covenants and/or limitations relating to the bank loan or a bank letter denying a loan request.
- 5. A monthly cash flow projection for the first twelve months of operation or three months beyond the breakeven point.
- 6. Resumes of the principals. Brief history of the Business. Brief description of Business, including a description of products made or sold, services offered, and description of business' market and competition.
- 7. Schedule of Existing Debt form.
- 8. Current personal financial statement for each owner with 20% or more ownership of the Business.
- 9. Copies of any estimates, bids, contracts, or quotations regarding work to be done or equipment to be purchased in connection with the project .
- 10. Copies of Articles of Incorporation, if a corporation, or any written partnership agreement, if a partnership.
- 11. Aging of receivables and payables.
- 12. Statements of subsidiaries or affiliates.
- 13. Appraisal of _____.
- 14. Copy of lease.
- 15. Environmental audit or questionnaire.
- 16. Offer to purchase
- 17. Statement of Personal History
- 18. Application fee of \$100 made payable to the City of Mineral Point.