

SUPPORT DOCUMENTS FOR FINANCIAL ASSISTANCE

Check all documents provided:

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| <input type="checkbox"/> Personal financial Statement current within 90 days for each ownership more than 20% of company with copy of federal income tax returns for last year | <input type="checkbox"/> If the business is a franchise, include a copy of the Franchise Agreement and Franchisor's disclosure Statement that is required by the Federal Trade Commission |
| <input type="checkbox"/> Balance sheet and income statement with three years federal income tax returns. If it is a new business, provide a proforma balance sheet with a description of assumptions | <input type="checkbox"/> Copy of key cost documents such as contractor costs, estimates, and vendor quotes for machinery and equipment, etc., as well as estimated "professional fees". |
| <input type="checkbox"/> Balance sheet and income statement dated within 120 days of the application together with an aging of the accounts receivable and accounts payable listed. | <input type="checkbox"/> If applicable, a copy of the existing or proposed lease agreement |
| <input type="checkbox"/> For a new business, a monthly cash flow for the first 12 months of operation or three months beyond the breakeven point. | <input type="checkbox"/> An independent appraisal for project real estate |
| <input type="checkbox"/> A schedule of debts | <input type="checkbox"/> Appropriate environmental analysis |
| <input type="checkbox"/> Resume of all owners | <input type="checkbox"/> Other items: Release of Information |
| <input type="checkbox"/> Business History & Marketing Plan/Business Plan | <input type="checkbox"/> Impact of Covid-19 Narrative |