

HCDC
CHECKLIST OF ITEMS NEEDED WITH APPLICATION

Please provide all items listed below (if applicable):

Yes N/A

- History of Business: Please complete the form enclosed
- Personal History Statement: Please complete the form enclosed for any officer, director, partner or owner of the Applicant Company or the EPC
- Personal Financial Statement: Please complete the form enclosed for any officer, director, partner or owner of the Applicant Company or the EPC (spouse's signature required)
- Personal Tax Returns, including all schedules for prior three years, for any officer, director, partner or owner of the Applicant Company or the EPC
- Management Resume: Please complete the form enclosed for any officer or key managers of the Applicant Company
- Business Tax Returns, including all schedules for prior three years
- Business Financial Statements, for fiscal year ending last three years
- Interim Financial Statement, to include balance sheet and income statement dated within 90 days of application
- Accounts Receivable and Accounts Payable Aging, provided in a 30/60/90 day format and dated within 90 days of application (same date as Interim Financial Statement)
- Projected Annualized Income Statement: Complete the form enclosed to detail projections for the first 2 years after the project is complete
- Existing Business Debts: Please complete the form enclosed detailing current debt held by the Applicant Company
- Purchase Agreement for purchase of land and/or existing building, signed by all parties
- Contractor cost estimates for construction and/or renovation
- Equipment Bids, with Invoices or Purchases Orders for equipment
- Commitment Letter from Participating Lender, if available
- Articles of Incorporation and Code of Regulations/By-laws for any corporation
- Articles of Organization and Operating Agreement for any limited liability company
- Partnership Agreement for any general partnership
- For any affiliate companies, please provide:
 - Description of Affiliate(s)
 - Percent Ownership in Affiliate(s)
 - Affiliate Business Tax Returns and/or financial statements for prior three years
 - Affiliate Interim Financial Statement, to include balance sheet and income statement dated within 90 of application
- If you are an existing SBA borrower, please provide a copy of SBA Authorization and Loan Agreement for any existing SBA loan(s)

Required:

- \$500 Application Fee. Please make check payable to: HCDC, Inc.