

## AMARILLO MSA MICRO LOAN DOCUMENTATION CHECKLIST

### BORROWER PROVIDES

#### **I. PROJECT INFORMATION**

1. Use of Proceeds Description
2. Written cost estimates on letterhead, signed and dated from:
  - Contractors for construction.
  - Vendors for machinery and equipment.
3. Purchase Agreements or options to acquire Real Estate.
4. Lease Agreement and Landlord Wavier Agreement, if applicable.

#### **II. COMPANY/PRINCIPAL INFORMATION**

1. Brief History and Description of the Business.
2. Brief Resumes of principals.
3. Corporation Charter, Articles of Incorporation, and Bylaws.
4. If Partnership, submit a copy of Partnership Agreement.

#### **III. FINANCIAL INFORMATION**

1. Company Historical Financial Statements.
  - Last 3 fiscal years.
  - Both Profit and Loss and Balance Sheet
  - Tax Returns
2. Company Interim Financial Statements less than 90 days old. Include aging of accounts receivable and accounts payable.
3. Schedule of Notes Payable.
4. Company Projections.
  - 2-years Projected Profit and Loss Statements with description of assumptions.
  - If start-up or below break-even a Cash Flow Statement for 12 months or 3 months beyond break-even.
5. Personal Financial Statement from each owner controlling 20% or more of the business
  - SBA Form 413.
6. Personal Tax Returns for last three years.
7. Credit Report Authorization Form