

**ENTERPRISE DEVELOPMENT CORPORATION**  
**MICROLOAN PACKAGE CHECKLIST**

Date Provided

- |                          |  |       |
|--------------------------|--|-------|
| <input type="checkbox"/> | Application Form   | _____ |
| <input type="checkbox"/> | Personal Financial Statement   | _____ |
| <input type="checkbox"/> | Written Business Plan  | _____ |
| <input type="checkbox"/> | Three Year Cash Projections With Assumptions   | _____ |
| <input type="checkbox"/> | Historical Financials ( If an Existing Business)   | _____ |
| <input type="checkbox"/> | Outstanding business debt  | _____ |
| <input type="checkbox"/> | Past Three Years Personal Income Taxes   | _____ |
| <input type="checkbox"/> | Past Three Years Business Tax Returns  | _____ |
| <input type="checkbox"/> | Itemized List of Loan Uses   | _____ |
| <input type="checkbox"/> | Written Quotes on Items to be Purchased  | _____ |
| <input type="checkbox"/> | List of Collateral: With Serial #'s, Model #'s,<br>and/or Photos, Age, and Cost  | _____ |
| <input type="checkbox"/> | Insurance: Quote for Start-up, Proof of for Existing Business  | _____ |
| <input type="checkbox"/> | Lease / Purchase Agreement (If Applicable)   | _____ |
| <input type="checkbox"/> | Name of Accountant or Attorney Business Will Use,<br>With Address, Phone Number  | _____ |
| <input type="checkbox"/> | Partnership Agreement/Corporation Docs   | _____ |
| <input type="checkbox"/> | Licenses and Permits   | _____ |
| <input type="checkbox"/> | Resumes  | _____ |
| <input type="checkbox"/> | References: Past Employer, Creditor, Friend  | _____ |
| <input type="checkbox"/> | Review Closing Costs and Job Verification Forms  | _____ |
| <input type="checkbox"/> | Application Fee: Up to \$25,000, is \$100; \$25-\$50,000, is<br>\$200; \$50-\$100,000, is \$300; Loans over \$100,000, is \$500<br>(Include With Application Submission) | _____ |
| <input type="checkbox"/> | Copy of Vehicle Titles or Deeds (If Pledging as Collateral)  | _____ |
| <input type="checkbox"/> | Bank Statements from the Last 3 Months   | _____ |