

Cumberland Empowerment Zone Loan Application Business Check List

Applications will not be processed until all required documents are submitted.

Applicant: _____

Business Name: _____

The following information and documentation required:

1. _____ Cover letter on how the loan funds will be used outlining all sources of funds. Explain how the loan will affect your business goals regarding production, sales, profits, jobs created, etc.
2. _____ Completed and signed application.
3. _____ Copy of Certificate of Incorporation and Corporate Resolution, Partnership Agreements, L.L.C Formation and Operating Agreements, Business Registration.
4. _____ Internal Revenue Service letter with your Tax Id number
5. _____ Business financial statements and/or tax returns for previous three years (if applicable)
6. _____ Personal financial statement and federal tax returns for the past two years from all owners with 20% or more ownership.
7. _____ Business Plan (for businesses with less than two years history)
 - _____ Executive Summary
 - _____ Company Description
 - _____ Market Analysis and Evaluation
 - _____ Marketing Plan
 - _____ Management Plan
 - _____ Financial Plan
 - _____ Appendices and Supporting Data
8. _____ Copy of Lease if the borrowing entity will be renting.
9. _____ Estimates or proposals for any renovations, equipment, inventory, etc. that would be completed or purchased with loan funding. This could be subject to Prevailing Wage Guidelines. (if applicable)
10. _____ COLLATERIAL INFORMATION: Deed for residence, Information regarding mortgage liens on property, Copy of latest Mortgage Statement, Appraisal and/or most recent property tax statement.
11. _____ Financial commitment letters. (if applicable)
12. _____ Non-refundable application fee \$100.00 payable to the CEZC. (ACH form Included)

*Note: Additional information may be requested during the underwriting process.