

**FUTURES FUND  
LOAN APPLICATION CHECKLIST**

*The following items must be submitted with the loan application.*

*\* \_\_Signed letter from authorized company official requesting funding from the loan program with a specific dollar request, and a summary of the project.*

*\_\_Copy of Business Plan*

*\* \_\_Personal, partnership or corporate income tax returns for 3 years.*

*\_\_Copy of By-Laws and Articles of Incorporation.*

*\* \_\_List of name, address, telephone and social security number of ownership stake in company that exceeds 20 percent.*

*\* \_\_List of all existing company debt, name of lender, amount borrowed, when borrowed, monthly payment, interest rate, term of loan, and list of security pledged for each loan.*

*\* \_\_List of key customers and vendors.*

*\* \_\_List of company officers, title, ownership stake, and annual compensation.*

*\* \_\_List of total employees by title.*

*\* \_\_List of detailed use of project proceeds including Futures Fund loan and all other cash and loans. List amount, source, and terms of all other funds that are going into the project. Provide copies of commitment letters.*

*\_\_List of offered collateral.*

*\_\_List of professionals, name, address, telephone (lawyer, accountant, etc.)*

*\_\_Copy of deed or lease where business is housed.*

*\_\_List of jobs to be created, how many, when, wage rate, benefits.*

*\_\_Performa projects for first year of operation.*

*\_\_Brief narrative of company history.*

***Those items noted with an \* are required for the Micro Loan Application.***