



Connecticut Community Investment Corporation Existing Business Submission Checklist

Name of Business _____

Contents of Application Package

Date Received <i>Office Use Only</i>
--

- _____ MicroLoan Application (Required for all 20% or more owners)
- _____ Request for Counseling and Pre-Loan Screening (Required for all 20% or more owners)
- _____ SBA Statements Required by Law and Executive Orders
- _____ Personal Financial Statement (Required for all 20% or more owners)– must be signed by spouse(s)
- _____ Personal Resume Form (Required for all 20% or more owners)
- _____ Personal Household Budget (Required for all 20% or more owners)

Additional Items Required to Submit for Existing Businesses

- _____ Copy of last two (2) years Federal Tax Returns of all owners of 20% or more in the business
- _____ Copy of last two (2) years Federal Tax Returns for the Business
- _____ Copy of last two (2) years Balance Sheet and Profit and Loss Statement (year-end)
- _____ Copy of Accounts Receivables and Accounts Payable Aging Statements
- _____ Sources and Uses of proceeds (template available on website)
- _____ History of Business & Marketing Plan (form available on website)
- _____ *Projected Monthly Profit and Loss Statement for 12 months (template available on website)
- _____ *Projected Monthly Cash Flow for 12 months (template available on website)
- _____ Sales Assumptions
- _____ Rejection Letter from a commercial bank for loans over \$20,000
- _____ Copy of Lease (if applicable)
- _____ Operating agreement/Articles of Incorporation/Trade Name Cert. (sole prop.)

*May not be required