



# Connecticut Community Investment Corporation Start-Up Business\* Submission Checklist

Name of Business \_\_\_\_\_

### Contents of Application Package

<b>Date Received</b> <i>Office Use Only</i>
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- \_\_\_\_\_ 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 Start-Ups

- \_\_\_\_\_ Copy of last two (2) years Federal Tax Returns of all owners of 20% or more in the business
- \_\_\_\_\_ Sources and Uses of proceeds (template available on website)
- \_\_\_\_\_ Business Plan (template 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. (for sole proprietorships)


*\*Start-Up Businesses have been operating for 2 years or less*