

# G C M I

## LOAN PACKAGE REQUIREMENTS CHECKLIST

REQUIRED DOCUMENTATION	Notes	
	Initials	Comments
1. Application Form		✓
2. Personal Financial Statement		✓
3. Completed Business Plan		✓
4. Interim Financial Statement		✓
5. Two years cash projections with assumptions (the first year must be monthly)		✓
6. Completed Usage of Funds tables (must show how all funds will be used.		✓
7. Past three years personal income tax returns (with W-2's and 1099's and etc.)		✓
8. Past three years business income tax returns (with W-2's.1099's and etc)		✓
9. Borrower's Resume		✓
10. Legal Documents such as Articles of Incorporation or other documentation of all legal entities		✓
11. Business Registered with the Secretary of State Ohio <a href="http://www.sos.state.oh.us">www.sos.state.oh.us</a>		✓
12. Current or Proposed Lease Agreement		✓
13. References: Business and Personal		✓
14. \$25.00 for credit report		✓
<b>REQUIRED DOCUMENTATION BEFORE CLOSING</b>		
14. Equipment bids with invoices of purchase order for equipment or detailed equipment list		✓
15. Completed W-9 forms for ALL vendors being paid over \$500.00		✓
16. Final Lease Agreement		✓

**\*\* Completed applications are due by the 5<sup>th</sup> Business Day of the Month\*\***

**\*\* Controlled disbursements on All G C M I loans\*\***

**\*\* If Approved Loan disbursements should occur 45-60 days from Completed Application submission\*\***