

MICRONAIRA

LOAN PACKAGE REQUIREMENTS CHECKLIST

Item #	Required Documentation	Check (√)	Comments
1	Application Form		
2	Personal financial statement (no older than 90 days from application date)		
3	Business Plan or Business Plan Summary		
4	Source and use table (can be included in the business plan and must show how all borrowed funds will be used)		
5	Copies of all legal documents required to operate the business entity, i.e. license, permits, certificates, zoning verification, insurance agent/quotes, partnership or corporate agreements)		
6	Credit Report (borrower pays fee)		
7	References: Relative, character, past employer, and creditors		
8	Borrower's Resume		
9	Employment Verification		
10	Personal income tax returns for the past three years		
11	Business income tax returns, as applicable		
12	One year cash flow projections		
13	List of creditors		
14	List of Real Estate - owned properties		
15	List of Stocks / Securities		
16	List of items to purchased - use of funds		
17	Bank name and account numbers		

Checklist completed by: _____ Date ____/____/____