Loan Application Package Checklist

Starting information/The Carrot Project Loan Review Committee requirements

☐ Completed Inquiry Form

☐ The Carrot Project Client Permissions Form

☐ Client Permissions to run Credit Reports

☐ Personal Financial Statement (disclose all debts including total amount owed and monthly payment)

☐ Schedule of Liabilities

Itemized list of existing business loans, lines of credit owed (including balances owed) and monthly payments

☐ Two Year Profit and Loss (if applicable)

☐ Two Year Cash Flow Projection by month with Assumptions

☐ Current Balance Sheet

☐ Copy of Lease (rented properties only)

☐ Capital Plan:

Brief description of the business purpose or activity funds will be used for. Schedule of Sources and Uses of Funds to support this project (highlighting loan and owners equity injection)

Additional Information: PVGrows Requirements (second step)

☐ PVGrows Client Permissions Form

☐ PVGrows Client Release Form

☐ PVGrows ACH Form

☐ Past Three Years Personal Income Taxes and Business Tax Returns including all supporting statements and schedules

☐ Business Plan (for Business in existence for 5 years or less)

☐ Property and/or Equipment Appraisals (if available)

The following may be needed depending on loan use/project purpose.

☐ Resume of Owner and Key Managers/Employees

☐ Marketing Materials

☐ Written quotes on equipment finance purchase requests (install price where applicable)

☐ Building Trade Quotes from licensed professionals – *Please itemize*

☐ Trade and/or customer references

☐ Bank Rejection Letter (where applicable)

☐ Signed Purchase and Sale Agreement

☐ Other