

APPALACHIAN DEVELOPMENT CORPORATION LOAN APPLICATION

This checklist has been provided to assist you through the process of gathering the information for the evaluation of your loan request. Please provide complete information.

		Check that completed form is submitted
1.	Loan Application Form	_____
2.	Conflict of Interest Statement	_____
3.	Business Plan – complete form or provide business plan	_____
4.	Personal Financial Statement – for each 20% or more owner. Can use SBA Form 413 or bank form.	_____
5.	Personal Federal Tax Returns for 3 years – For all owners of 20% or more of the applicant (include all supporting schedules)	_____
6.	Business Financial Statements and Tax Returns for 3 years – Provide Accountant prepared income statements, balance sheets and copies of tax returns for the last three years	_____
7.	Corporate Federal Tax Returns for the most recent year for all business affiliates (complete return including schedules). Affiliate is any business in which an owner of the business requesting financing has a 20% stake or greater.	_____
8.	Interim Business Financial Statement – (for existing businesses) Provide income statement and balance sheet less than 90 days old.	_____
9.	A copy of the key cost documents such as: real estate purchase agreement, contractor cost estimate, vendor quotes for machinery and equipment, etc.	_____
10.	Management Resume – for any 20% or more owner	_____
11.	Financial Projections – For a new business or if historical tax returns do not support the proposed debt, provide minimum of two years of projected income statements and cash flows. Projections should reflect loan proceeds.	_____
12.	Request for Copy of Tax Transcripts (IRS Form 4506-T) for existing businesses. If purchasing an existing business, the Seller must sign it. Please be sure to sign and date, we will complete the rest of the form.	_____
13.	Commitment Letter from the participating lender stating the terms and conditions of its participation and the reason why ADC financing is required.	_____

Please be advised that all statements and copies need original signatures and dates. Photocopies are acceptable if signed and dated. All information provided will be handled in complete confidence.

Loan funds can be used to finance land, buildings, equipment, machinery, real property improvements, and/or working capital. Projects financed with Appalachian Loan Funds must create at least one job per \$25,000 in ADC funds loaned. If you have any questions, please contact the Appalachian Development Corporation at (864)-382-2350. The Appalachian Development Corporation is an equal opportunity lender.