



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. All items may not be applicable. Please provide complete information.

1. **Loan Application Form** _____
2. **Conflict of Interest Statement** _____
3. **Management Resume**— For any 20% or more owner. _____
4. **Personal Financial Statement**— Provide a current (less than 90 days old at time of application), signed personal financial statement for each 20% or more owner (must be joint if married). _____
5. **Personal Federal Tax Returns for 3 years**— For all owners of 20% or more of the applicant (include all supporting schedules). _____
6. **Business Tax Returns for 3 years** _____
7. **Interim Business Financial Statement**— (for existing business) Provide income statement and balance sheet less than 90 days old at time of application. _____
8. **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. _____
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. **Business Plan**— Complete form or provide business plan. _____
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 8821) for existing business. If purchasing an existing business, the Seller must sign it. The ADC will provide the form after business information is received. _____
13. **Commitment Letter** from the participating lender (if applicable) stating the terms and conditions of its participation and the reason why ADC financing is required. _____
14. **Borrower's Certification**— (signed by spouse too if joint tax returns are filed). _____
15. **Copy of Driver's License**— For all owners of 20% or more. _____
16. **Environmental Questionnaire**— To be signed by Purchaser and Seller (if applicable). Additional reports may be required. _____
17. **Appraisal**— To be ordered. _____
18. **Application fee agreement**— \$500 made payable to the ADC and signed by owner. _____

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 \$40,000 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.