

Checklist of Required Info/Documents for RLF Loan Packaging

RLF Plan Requirements:

- ☐ Brief Company History/Company Profile
- ☐ Personal Resumes of Key Management (> 20% ownership)
- ☐ Business Financials
 - ☐ Previous 2 years business tax returns (if filed)
 - ☐ Previous 2 years company financial statements (P&L, Balance Sheet)
 - ☐ Current year interim financial statement
 - ☐ Current rent roll for real estate (if not owner-occupied)
 - ☐ Business Debt Schedule
 - ☐ List of contingent liabilities (if any)
- ☐ Guarantor Information (> 20% ownership)
 - ☐ Personal Financial Statements
 - ☐ Previous 2 years personal tax returns, including all K1's
- ☐ Business Plan, to include (required if < 2 years old):
 - ☐ Business opportunity and intended use of funds
 - ☐ 3-year financial projections
- ☐ Description of Collateral/Schedule of Equipment, if applicable (for real estate or equipment financing)
- ☐ FOIA Disclosure Acknowledgement (> 20% ownership)
- ☐ Organizational Business Documents
 - ☐ Norfolk Business License
 - ☐ Partnership Agreement- For Partnerships Only
 - ☐ Articles of Organization for LLC along with Operating Agreement (if there is more than one member)
 - ☐ Articles of Incorporation for Corporations along with By-Laws

Additional BVA Requirements – Prequalification Stage:

- ☐ Government Issued ID (> 20% ownership)
- ☐ Proof of Address (utility bill, lease, etc.)
- ☐ Lease Agreement (if opening new location)
- ☐ Purchase Agreement (if purchasing an existing business) (> 20% ownership)
- ☐ Real Estate Proforma (if securing Commercial Real Estate)
- ☐ Paystub(s)/draws from business
- ☐ Proof of Other Income

Additional BVA Requirements – Underwriting Stage:

- ☐ Business Bank Statements for all accounts opened (even if blank) (Most recent 3 months)
- ☐ Personal Bank Statements for all accounts open (even if blank) (Most recent 3 months) (> 20% ownership)
- ☐ Balance Sheet (Current) (*for loans between \$50,000 and \$100,000)
- ☐ Proof of Insurance (any applicable to operate business, at minimum general liability) (1 Current)