

## **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)