

APPENDIX D

**SUBMITTAL CHECKLIST**

APPLICANT: \_\_\_\_\_

PROJECT: \_\_\_\_\_

The following is a checklist that should be before submitting RLF application documents to the City Administrator. For each line one of the two boxes must be checked. Where necessary a brief explanation should be noted to the right of that item.

<b>X</b>	<b>N/A</b>	<b>#</b>	<b>Item</b>	<b>Comments (if any)</b>
<input type="checkbox"/>	<input type="checkbox"/>	1.	Application has been filled out completely.	
<input type="checkbox"/>	<input type="checkbox"/>	2.	Lender commitment letter(s) are attached.	
<input type="checkbox"/>	<input type="checkbox"/>	3.	Financial statements and/or tax returns (three years).	
<input type="checkbox"/>	<input type="checkbox"/>	4.	Personal financial statement.	
<input type="checkbox"/>	<input type="checkbox"/>	5.	Business plan.	
<input type="checkbox"/>	<input type="checkbox"/>	6.	Funds usage summary report.	
<input type="checkbox"/>	<input type="checkbox"/>	7.	Income projections (two years).	
<input type="checkbox"/>	<input type="checkbox"/>	8.	Cash flow projections.	
<input type="checkbox"/>	<input type="checkbox"/>	9.	Collateral valuation report.	
<input type="checkbox"/>	<input type="checkbox"/>	10.	Equipment purchase invoices.	
<input type="checkbox"/>	<input type="checkbox"/>	11.	Appraisal is included, if required or available.	
<input type="checkbox"/>	<input type="checkbox"/>	12.	Insurance company name.	
<input type="checkbox"/>	<input type="checkbox"/>	13.	Copy of corporate certificate.	
<input type="checkbox"/>	<input type="checkbox"/>	14.	Copy of partnership agreement.	
<input type="checkbox"/>	<input type="checkbox"/>	15.	Corporate resolution.	