

CHECKLIST

GENERAL INFORMATION

- ☐ PIDA Pre Application Form
- ☐ Executed commitment letter for any loan serving as a matching source of financing
- ☐ Copy of appraisal(s) if real estate related project; no more than one-year old
- ☐ Copy of all sales agreements, bids, proposals, contracts, quotes, etc. supporting the project costs

BUSINESS FINANCIALS

- ☐ For established businesses, most recent three years business tax returns, year to date profit and loss statement, and one year of projections when appropriate to substantiate cash flow to service new debt
- ☐ For start-ups; any existing historical financials and three years of projections
- ☐ Debt Schedule outlining all existing debts of the operating entity and when applicable, the real estate holding entity [Exhibit G] *
- ☐ The most recent year of financial statements for any corporate guarantors
- ☐ A signed Certification Sheet for the applicant company(s) and each principal with 20% or more ownership [Exhibit E] *

PERSONAL FINANCIALS

- ☐ Signed and dated personal financial statement for all personal guarantors
- ☐ A signed W-9 form for any individual or entity serving as a Borrower or Co-Borrower*
- ☐ Most recent three years personal tax returns

*Attached