

Client Checklist

Business _____

Contact Person _____

Address _____

City, State, Zip _____

Telephone _____

Type of Business _____

- 1. Business Plan (refer to Business Plan Outline, pages 2-4)
 - a. Description of Business
 - b. Marketing Plan
 - c. Operations Plan
 - d. Organization and Management Plan
- 2. Financial Statements and Project Costs (refer to Financial Data Needed, page 5)
- 3. If applicable, copy of all legal documents, such as: lease or purchase agreement, partnership agreement, sworn construction statement, appraisals, articles of incorporation, etc.
- 4. Draft of personal financial statements of owners, officers, and any partner with 20% or more ownership (refer to Personal Financial Statement, pages 7 & 8)
- 5. Brief resume of management, owners, and officers. If resume is not available, than write at least a half-page narrative including your name, address, phone number, work experience, education, and community involvement; and how all of this is applicable to the current project (refer to pages 9 & 10).
- 6. Personal tax returns for last 2 years