

New York City Financial Network Action Consortium
CHECKLIST OF DOCUMENTS

- Business Profile/ History
- Business Plan (including project cost and timeline)
- Sources and Uses of funds
- Business Income Tax Returns (3 years)
- Historical Business Financial Statements (3 years)
- Interim Business Financial Statements
- Financial Projections (3 years or the proposed term of the loan)
- Personal Income Tax returns of owners/ guarantors/ co-signers (3 years)
- Personal financial statements of owners/ guarantors/ co-signers (3 years)
- Personal identification of owners/ guarantors/ co-signers
- Proof of other sources of income
- List of proposed collateral with estimated value supported by invoices and other proof of value
- Proof of ownership of proposed collateral
- Business registration
- Certificate of Partnership/ Incorporation/ Organization
- By Laws
- Resume of owners/ guarantors/ co-signers
- Bank statements (3 most recent months)
- Aging of receivables
- Copy of the lease agreement
- Invoices or contracts
- Application fee of \$50.00 (Please make check payable to New York City Financial Network Action Consortium)

Note: Other documents may be further required to complete credit evaluation