

## MICROLOAN/LIFT LOAN APPLICATION CHECKLIST

Please provide the following to help us process your loan request:

1. Completed Loan Application-will be open to you in our secure portal
2. Personal Financial Statement – will be open to you in our secure portal
3. Nonrefundable application fee of \$75.00 paid via credit card at <https://www.greatlakeswbc.org/loan-payment-center/>
4. Business plan OR Expansion plan including detailed use of loan proceeds (explaining how you will use the money) \*\*
5. If requesting more than \$20,000 **you will be required to self-certify** that you cannot secure funding from traditional sources -a No Credit Elsewhere form can be provided for your convenience.
6. Last two years of personal and business tax returns of applicant, complete with all schedules
7. Interim business financial statements- (Year to date profit and loss, Jan 1<sup>st</sup> through current)
8. One year of projections **for startups**
9. Certificate of Insurance or quote- for existing businesses
10. Lease Agreement for existing business if outside of home
11. DBA, Articles of Incorporation, and/or partnership agreement, LLC, Bylaws, operating Agreement
12. Description of present or pending lawsuit(s), or bankruptcy (if applicable)
13. Franchise agreement (if applicable)
14. Any additional information that will enhance loan proposal -
15. Paystubs covering the most recent 30 days (if applicable)

\*\* Business plan – for businesses under one (1) year of operation

\*\* Expansion plan for businesses in operation more than one year