

MICROLOAN/LIFT LOAN APPLICATION CHECKLIST

Please include the following information with your loan application package

For a business in operation for more than one (1) year, where applicable:

1. Completed Loan Application
2. Nonrefundable application fee of \$75.00 via credit card <https://www.greatlakeswbc.org/loan-payment-center/>
3. Expansion plan **
4. 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.
5. Detailed use of loan proceeds included in the expansion/business plan
6. Last two years of personal and business tax returns of applicant, complete with all schedules (signed)
7. Interim business financial statements-less than 90 days old
8. Two years of financial projections
9. Personal resume
10. Certificate of Insurance – or quote
11. Lease Agreement – should not need to be executed
12. DBA, Articles of Incorporation, and/or partnership agreement, LLC, Bylaws, operating agreement
13. Two signed letters of reference
14. Description of present or pending lawsuit(s), or bankruptcy
15. Franchise agreement (if applicable)
16. Additional information that will enhance loan proposal
17. Personal Financial Statement
18. Copies of last three months personal and business bank statements
19. Last three months paystubs

For a New Business - defined as less than one (1) year of operation:

** provide a business plan instead of an expansion plan. **