



LOAN APPLICATION CHECKLIST

APPLICATION FEE - \$100 (Non-Refundable)

APPLICATION – Completed and Signed

- Sole Proprietor Application
OR
- Business or Not-For-Profit Application

Each individual applicant, co-borrower, guarantor, or business owner **must** complete a personal financial information form—copy form as needed.

REFERENCE CHECK

BUSINESS PLAN

RESUMES

FINANCIAL INFORMATION

- Year to Date business financial statement (income statement and balance sheet)
- Two years of Federal Income Tax returns for business (Schedule C if sole proprietor)
- Two Years of Federal Income Tax returns on each individual applicant, co-borrowers or business owners
- Projected Financial Statements and Cash Flow for 3 years (by month for first year, by year for years 2 & 3)

SUPPLEMENTARY MATERIAL (*where appropriate*)

After reviewing your application, we may require some, or all of the following information:

- Copy of Lease (or letter of intent) and Landlord's Waiver if renting space.
- Quotes or estimates for equipment, leasehold improvements, etc.
- Copy of Business Insurance Policy or quote
- Copy of purchase and sale agreement if business acquisition
- Accounts Receivable and Accounts Payable aging
- Customer List showing sales by customer
- Contracts for new orders or customers

SUBMIT APPLICATIONS TO: **Western Massachusetts Enterprise Fund, Inc.**
4 Open Square Way, Suite 407
Holyoke, MA 01040

If you have questions, please contact Kim Gaughan: (413) 420-0183 x 100 or kgaughan@wmef.org