

**GREATER EGYPT REGIONAL PLANNING AND DEVELOPMENT COMMISSION  
CARBONDALE, ILLINOIS**

**BUSINESS FINANCIAL DOCUMENTATION REQUIRED  
FOR REVOLVING LOAN FUND LOANS**

The following information must be included in the application, as appropriate to the type of project being considered. Applicants are asked to refer to the attachments by page number. This will help to assure that information is not overlooked in the application review.

ATTACHMENT

REQUIRED INFORMATION

- [ ] LETTERS OF LEVERAGE COMMITMENT - All sources of leveraging in debt financing must be firmly documented in commitment letters. Loans from financial institutions must have language indicating the loan amount, the specified term and interest, collateral, conditions attendant to the loan, and the fact that the loan is approved.
- [ ] MARKET INFORMATION - Submit information on the company's products or services and identify existing and potential major customers and competitors, and current market trends.
- [ ] CORPORATE FINANCIAL STATEMENTS - Past three years financial statements and interim statements dated no more than 90 days prior to application. Accounting notes, or detailed notes, in those instances when statement has not been audited must be included with the statement.
1. Profit and Loss (Income) Statements
  2. Balance Sheets
  3. Reconciliation of Net Worth
  4. Disclosure of Contingent Liabilities
  5. Aging of Accounts Receivable and Accounts Payable (dated no more than 30 days prior to application)
- For those small companies with no formal financial statement, the prior three years of tax statements may be submitted.
- [ ] THREE YEAR PROJECTIONS should include the proposed loan proceeds.
- Profit and Loss (income) statements
  - Balance sheet
  - Monthly cash flow statement first year (form attached)
- [ ] DISCLOSURE OF ALL AFFILIATES AND SUBSIDIARIES
- [ ] CURRENT INDEBTEDNESS - Provide information on installment debt, contracts, notes, mortgages payable (present balances should agree with latest balance sheet submitted). Attached as part of application.
- [ ] PERSONAL FINANCIAL STATEMENT(s) for each principal(s) and spouses dated no later than 90 days from the time the application is submitted. This information must include name, home address, and social security number. A recommended format is attached.

- ] BANKRUPTCY - Has the business, its officers, principals or owners of the business ever been involved in bankruptcy insolvency procedures? If yes, provide details.
- ] Yes             ] No
- ] PENDING LAW SUITS - Is the business or any officers or principals of the business involved in any lawsuits? If yes, provide details.
- ] Yes             ] No
- ] SITE MAP - Outline the general location of the project on a site map. Show the location of any floodplain areas. If applicable, infrastructure-related improvements must be clearly defined.
- ] LAND AND BUILDING INFORMATION (if applicable) - For land and/or building acquisition, attach an appraisal and demonstration of fair-market value and a copy of the purchase option or agreement. If activities include building construction or renovation, all contractor or architect's cost estimates should be provided.
- ] DESCRIPTION OF MACHINERY AND EQUIPMENT (if applicable) - Identify major equipment or classes of equipment to be acquired with the funds and matching sources of financing. Attach all reliable vendor cost estimates for new machinery and equipment. For used machinery and equipment acquisition, provide an appraisal demonstrating book value in line with the purchase price.
- ] DESCRIPTION OF WORKING CAPITAL (if applicable) - For working capital inventory, moving and installation of equipment, provide a detailed narrative of the need for and specific use of the funds. Sources of financing must be identified with each corresponding project activity.
- ] DOCUMENTATION EVIDENCING EXISTENCE OF BUSINESS ENTITY AND AUTHORIZATION TO ENTER INTO THE LOAN - Submit the following, as appropriate:
- a. For Corporations
    - i) Articles and Certifications of Incorporation
    - ii) Copy of Corporate Bylaws
    - iii) Copy of minutes authorizing loan application and appropriate officers to execute loan documents.
  - b. For Partnerships
    - i) Certificate of Partnership (for Limited Partnerships)
    - ii) Certificate of Partnership Agreement
    - iii) Certificate of Good Standing (for Limited Partnerships)
  - c. For Sole Proprietorship
    - i) Operating Licenses/DBA Certification
  - d. For Land Trust
    - i) Copy of Trust Agreement
    - ii) Letter of Direction to Trustee Authorizing Execution/Acknowledgement of Loan Documents
    - iii) Disclosure of Beneficial Interests
    - iv) All Preliminary Documents for Guarantor under a, b, or c above