

ATHENS CLARKE COUNTY RLF APPLICATION REVIEW CHECKLIST

REVIEW COMPLETED BY: _____ DATE: _____

COMPANY INFORMATION:	
Company Name:	
Address:	
Telephone number:	
Fax number:	
Type Of Business:	
Principal(s) In Charge:	

APPLICATION CHECKLIST:	NOTES:
<input type="checkbox"/> COMPANY OWNERSHIP	
<input type="checkbox"/> EXISTING BUSINESS LOCATION(S)	
<input type="checkbox"/> BUSINESS REFERENCES	
<input type="checkbox"/> NATURE OF YOUR BUSINESS	
<input type="checkbox"/> PROJECT INFORMATION	
<input type="checkbox"/> TOTAL PROJECT COSTS	
<input type="checkbox"/> CURRENT AND PROJECTED EMPLOYMENT	
<input type="checkbox"/> KEY EMPLOYEES AND PRINCIPALS	
<input type="checkbox"/> PROJECT DETAILS AND QUESTIONNAIRE	
<input type="checkbox"/> PREVIOUS LOCAL, STATE OR FEDERAL GOVERNMENT FINANCING	

BUSINESS PLAN CHECKLIST:		NOTES:
<input type="checkbox"/>	EXECUTIVE SUMMARY	
<input type="checkbox"/>	COMPANY SUMMARY	
<input type="checkbox"/>	PRODUCT OR SERVICE SUMMARY	
<input type="checkbox"/>	MARKET ANALYSIS SUMMARY	
<input type="checkbox"/>	MARKETING AND SALES STRATEGY SUMMARY	
<input type="checkbox"/>	MANAGEMENT SUMMARY	
<input type="checkbox"/>	FINANCIAL PLAN SUMMARY	
<input type="checkbox"/>	AUTHORIZATION TO RELEASE INFORMATION	
<input type="checkbox"/>	ASSURANCES	

QUESTIONS REGARDING RLF APPLICATION AND BUSINESS PLAN:

CONCERNS REGARDING RLF APPLICATION AND BUSINESS PLAN:

SOLE PROPRIETORSHIP AND PARTNERSHIP BUSINESSES

NEW BUSINESS SUPPORT DOCUMENTS CHECKLIST:

NOTES:

<input type="checkbox"/>	PERSONAL FINANCIAL STATEMENTS	
<input type="checkbox"/>	PERSONAL DEBT SCHEUDLES	
<input type="checkbox"/>	PAST 3 YEARS FEDERAL INCOME TAX RETURNS	
<input type="checkbox"/>	PARTNERSHIP AGREEMENT, IF APPLICABLE	
<input type="checkbox"/>	COPY OF FICTITIOUS BUSINESS NAME STATEMENT	
<input type="checkbox"/>	THREE BUSINESS REFERENCES	

QUESTIONS REGARDING NEW BUSINESS SUPPORT DOCUMENTS:

CONCERNS REGARDING NEW BUSINESS SUPPORT DOCUMENTS:

INCORPORATED BUSINESSES

NEW BUSINESS SUPPORT DOCUMENTS CHECKLIST:

NOTES:

<input type="checkbox"/>	PERSONAL FINANCIAL STATEMENTS	
<input type="checkbox"/>	PERSONAL DEBT SCHEUDLES	
<input type="checkbox"/>	PAST 3 YEARS FEDERAL INCOME TAX RETURNS	
<input type="checkbox"/>	ARTICLES OF INCORPORATION	
<input type="checkbox"/>	COPY OF BUSINESS LICENSE	
<input type="checkbox"/>	COPY OF FICTITIOUS BUSINESS NAME STATEMENT	
<input type="checkbox"/>	THREE BUSINESS REFERENCES	

QUESTIONS REGARDING NEW BUSINESS SUPPORT DOCUMENTS:

CONCERNS REGARDING NEW BUSINESS SUPPORT DOCUMENTS:

EXISTING BUSINESS EXPANSION

EXPANDING BUSINESS SUPPORT DOCUMENTS CHECKLIST:

NOTES:

- PAST 3 YEARS FINANCIAL STATEMENTS (AUDITED) AND AN INTERIM FINANCIAL STATEMENT FOR THE PRECEDING 45 DAYS
- COMPREHENSIVE DEBT SCHEDULES AND INVENTORY OF AVAILABLE COLLATERAL

QUESTIONS REGARDING EXPANDING BUSINESS SUPPORT DOCUMENTS:

CONCERNS REGARDING EXPANDING BUSINESS SUPPORT DOCUMENTS:

Athens-Clarke County Revolving Loan Fund Project Evaluation

1. Financial Analysis

- Revenue is appropriately estimated.
- Expenses for operating the business are appropriately estimated.
- Cash flow is adequate to pay debts and keep business functioning.

2. Feasibility of Business

- Business environment will allow for increased competition.
- Business is well-located to serve customers.
- Business Plan is well-considered and thought-out.

3. Character of the proposed borrower

- Credit report reflects good track record of debt repayment.
- Personal references reflect good character.

4. Capacity of the proposed borrower

- Personal history with this type of business
- Personal investment of equity into the business of 10% or more
- Borrower has adequate cash reserves to provide cushion

5. Collateral

- Asset being purchased with RLF provides good collateral.
- Additional personal/business collateral is available to secure the debt.

6. Impact on Community

- Business will create/retain at least 1 full time job per \$40,000 in Revolving Loan funds invested.
- At least 51% of all jobs created will be LMI.
- Jobs will train individuals in transferable skills.
- RLF investment necessary for business to open or operate.
- Business location has been identified (Athens, GA).
- Neighborhood Revitalization Area?