



440 Pacific Avenue, San Francisco, CA 94133 Phone (415) 477-8415 Fax (415) 394-9431  
Finance Lender License No. 605-2764

## Application Checklist

(For sole proprietorships)

*An incomplete application will not be processed.*

### **Each Applicant must submit the following items:**

- Completed Microloan Application
- Detailed list of what the Microloan would be used for
- Personal resume
- Copy of the Applicant's driver's license
- Completed Credit Authorization form
- Completed Personal Financial Statement form
- Completed Personal Budget Analysis form
- Income statement projections for the next 2 years broken down by month
- Assumptions for each year of income statement projections (an explanation of how the numbers in each of the income statement projections were determined)
- Interim balance sheet and interim income statement (covering January 1<sup>st</sup> through the end of last month)
- Copies of federal tax returns for the past 3 years: 2010, 2009, 2008 (signed and dated with all schedules and attachments), if applicable
- Copy of any proposed or existing lease agreement, if applicable
- \$50 nonrefundable application fee. Please make check payable to: **TMC Development Working Solutions**

### **Startup businesses (businesses with less than one full year of sales) must also submit:**

- Complete business plan

### **Existing businesses (businesses with one full year of sales or more) must also submit:**

- Executive summary (a description of the history, operations, highlights, achievements and management of the business)