



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

Application Checklist

(For corporations, partnerships and limited liability companies)

An incomplete application will not be processed.

Each Applicant must submit the following items:

- Completed Application Form
- Detailed list of what the Microloan would be used for
- Income statement projections for the next 2 years broken down by month and 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 1st through the end of last month)
- Copies of business 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**

Each person who owns 20% or more of the business, must also submit:

- Personal resume
- Copy of driver's license
- Completed Credit Authorization form
- Completed Personal Financial Statement form
- Completed Personal Budget Analysis form
- Copies of personal federal tax returns for the past 3 years: 2010, 2009, 2008, (signed and dated with all schedules and attachments)

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)