



Business Loan Application Checklist

Please be sure to bring the following items with you when you meet with one of our loan officers:

- The names and phone numbers of three (3) references that Capital Good Fund can contact. One should be a professional contact, another should be a community member (preferably from a community organization) and the last should be a family member or close friend
- For startup businesses, a basic business plan or, if you do not have one, at least a 12 month profit and loss statement, basic market analysis
- For existing businesses, a copy of last year's tax return, if available
- A copy of last year's personal tax return
- A copy of a recent paystub
- The names of phone numbers of three references: one professional reference, one family or friend and one from the community (e.g., from a community organization)
- A copy of one bill you pay monthly (such as a phone, utility or credit card bill)

Please be able to answer the following questions and providing the following information when meeting with your loan officer:

- A detailed list of all the items you wish to purchase with the loan, as well as the cost of each item and an explanation of how each will help your business
- A description of your business, including how much you have invested so far
- A description of your knowledge and experience that are relevant to the business
- Your monthly expenditures for the following items (if applicable): Rent or mortgage, groceries, utilities, auto and life insurance, cell phone and health insurance, transportation, medical insurance, entertainment, etc.
- Your monthly income