

LOAN DOCUMENTS CHECKLIST

- Business Plan
- Cash Flow Projections and Assumptions *(24 months)*
- Copy of Current Credit Scores
- Personal Tax Returns *(last 2 years)**
- Personal Financial Statements*
- Resume*
- Copies of Drivers Licenses*
- Copy of Operating Agreement *(applicable only to LLCs)*
- Oregon State Letters of Organization/Incorporation *(include any partnership agreements)*
- DUNS Number
- Business Tax Returns *(last 3 years, if applicable)*
- P&L Statement *(last year and YTD)*
- Balance Sheet *(last year and YTD)*
- Cost Documents *(applicable to items costing over \$4k in loan request)*
- Construction Bids *(at least 2 on letterhead, if applicable)*
- Copy of Lease *(if loan applies to space or build out)*
- Evidence of Business Personal Property Insurance Coverage
- Voided Check *(for account used for payment)*
- Letter of Recommendation
- Signed XXcelerate Pledge

* Applicable to all who own more than 20% of the business