Applicant:

CommonCapital

Small Business Lending. Big Community Impact.

Start-Up Application Checklist

Please review this list carefully and submit all application materials in one complete package. Application documents will not be reviewed by the lending team until all items are submitted. Common Capital may ask for additional information once a formal review of your application is completed by the lending staff.

Date Received

- ☐ Personal Financial Statement (Completed and signed, every applicant, co-borrower, business owner, guarantor, and/or co-signer must complete this form)
- ☐ Personal Federal Income Tax Returns for years _____ and _____ (Every applicant, co-borrower, business owner, guarantor, and/or co-signer must submit tax returns)
- ☐ Business Plan
- ☐ Quotes for equipment, supplies, construction, inventory, etc. to be purchased with loan proceeds (may be direct quote or invoice from seller or vendor, screenshot from website)
- ☐ Proof of 10% injection (Bank statement showing cash injection, receipts of purchases for business, etc.)
- ☐ ____ Years of Income Statement Projections (See attached template, if needed)
- ☐ Resumes/Work History for all owners and key personnel
- ☐ Copy of Lease Agreement (Only applicable is you are currently leasing or will be leasing space for your business) Check if not applicable: ☐
- ☐ Application Fee - $100 check made payable to Common Capital (non-refundable)
- ☐ Other Required Documentation: _____
- ☐ Other Required Documentation: _____

Submit application materials to:

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