

El Paso County Revolving Loan Fund Program
Administered by
Pikes Peak Regional Development Corporation

The Checklist

Step 1: Please provide the information checked off below:

- [Commercial Loan Request](#) (Form)
- Business Tax Returns**, including all schedules for prior three years.
- Personal Tax Returns**, including all schedules for prior three years.
- [Personal Financial Statement](#) (form)
- [Personal Budget Analysis](#) (form)
- Business Financial Statements**, for fiscal year ending last three years.
- [Business Debt Schedule](#) (form)
- Interim Financial Statement** to include balance sheet and income statement dated within 60 days of application. *(MUST be signed and dated.)*
- Accounts Receivable** and **Accounts Payable Aging**.
(Same date as Interim Financial Statement.)
- Complete Business Plan**, including one year of [projections](#) with assumptions. Mandatory for new business
- [Management Resume](#) (form)
- Articles of incorporation** or other documents of legal identity.
- Purchase Agreement with Addendum's**.
- Copy of Current Lease**.
- Copy of Proposed Lease** *(if you are moving to a new leased location)* or **Letter from Landlord Outlining Proposed Terms**.
- Contractor's written estimates** or bids if applicable.
- Equipment bids with Invoices** or **Purchase Orders for Equipment** or **Detailed Equipment list**.
- [Application Certification and Authorization](#) (form)
- If you own affiliated companies, please provide all of the following:**
 - Description of Affiliates.
 - Percentage of Ownership in Affiliates.
 - Affiliate Business Tax Returns for prior three years.
 - [Affiliate Business Debt Schedule](#) (form)
 - Interim Financial Statement to include balance sheet and income statement dated within 60 days of application.
- If this is a business acquisition loan, please provide all of the following:**
 - Seller's Business Tax Returns for prior three years or Seller Certified Financial Statements.
 - Seller's Interim Financial Statement to include balance sheet and income statement dated within 60 days of application.
 - Copy of signed business purchase agreement. Including asset cost breakdown, all amendments, extensions, and total purchase price.
 - One year of [projections](#) with assumptions.