



Documentation Checklist

Corporate Financial Statements and Information:

- 1) 3 fiscal year end financial statements (Balance Sheet & Income Statements) 12/31/03, 12/31/04, 12/31/05
- 2) Complete copies of last 3 years corporate tax returns
- 3) Interim YTD financial statement (Balance Sheet & Income Statement) through 3/31/06
- 4) Accounts Receivable aging report as of 3/31/06
- 5) Accounts Payable aging report as of 3/31/06
- 6) List of all Corporate Debt (High credit, Outstanding Balances, Terms, Rates, Collateral, Lender)
- 7) 3 months bank statements
- 8) Organizational documents
- 9) List of all shareholders and % owned
- 10) Letter request for loan, explaining amount, purpose, and source of repayment on company letterhead

Personal Financials (for all owners – 10% or more - of the company):

- 1) Personal financial statement on all owners (attached)
- 2) Complete copies of last 3 years personal tax returns (2002, 2003, & 2004 – and 2005 if available)
- 3) List of all other business(es) owned (name of company, % owned, description of company)