



# Albany Community Together, Inc.

THE SMALL BUSINESS ACCESS TO CAPITAL & RESOURCES

[www.albanycommunitytogether.com](http://www.albanycommunitytogether.com)

230 South Jackson Street | Suite 333 | Albany, Georgia 31701-2886

PHONE: 229-420-4600 | FAX: 229-420-8317

## ACT!, Inc. List of Requirements Loan Programs

This checklist has been provided to assist you in gathering the necessary information for the initial evaluation of your loan request. COMPLETE information will be necessary to process your application. Forms are provided for select items.

- 1. Loan Request Application Form
- 2. Management Resume: Provide complete resume (s) on all individuals including key managers (copy form as needed). (Separate sheet not included in application).
- 3. Personal Financial Statement: complete this form for: (1) each proprietor, or (2) each 1 limited partner who owns 20% or more interest, and each general partner, or (3) each stockholder owning 20% or more voting stock and each corporate officer and director, or (4) other person (s) or entity (ties) providing a guaranty on the loan.
- 4. Three-year Financial Projections (Business) – may be included in Business Plan
- 5. 12-Month Cash Flow Projections (3-years) – may be included in Business Plan
- 6. Narrative assumption to financial projections and cash flow analysis. – May be included in Business Plan
- 7. Have you ever been charged or convicted of a felony or any offense. If yes, please provide a description of your current status.

### **IN ADDITION, PLEASE PROVIDE THE FOLLOWING:**

- 8. Business Plan; Include a description of the business, management, target population/customers served, description of business location, demographics, assumptions, and other pertinent information. For established businesses (2 yrs or older) may submit narrative summary highlighting this information along with financial projections.
- 9. Interim Profit & Loss, and Balance Sheet: Within 45 days old for business being: (1) acquired, (2) Existing/expanded, and (3) affiliates (20% or more ownership interest by any of the Owners/shareholders of proposed borrower)
- 10. Business Financial Statements and Tax Returns: Income statements, balance sheets, and tax returns. For three (3) prior year-end time periods for existing business and any affiliates.



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- \_\_\_ 11. Copy of Proposed Purchase Agreement (IF APPLICABLE)
- \_\_\_ 12. Uniform Franchise Offering circular (IF APPLICABLE)
- \_\_\_ 13. Copy of Proposed Franchise Agreement or Letter of Approval from Franchisor (IF APPLICABLE)
- \_\_\_ 14. Personal Tax Returns: completed federal tax returns for the past three (3) years on each individual  
Referenced to in #3 above (or signed extension).
- \_\_\_ 15. Copy of Existing or Proposed Lease Agreement (s) (IF APPLICABLE)
- \_\_\_ 16. Two (2) estimates of equipment to be purchased (IF APPLICABLE)
- \_\_\_ 17. At least two (2) different contractor estimates on construction projects (IF APPLICABLE)
- \_\_\_ 18. List of inventory items to be acquired.
- \_\_\_ 19. Copy of Articles of Incorporation or Partnership Agreement for Corporation or Partnership.
- \_\_\_ 20. If not a U.S. citizen, please attach proof of resident alien status (PHOTOCOPY both sides of "Green Card")
- \_\_\_ 21. Bank Decline or Commitment Letter (s)
- \_\_\_ 22. Other \_\_\_\_\_  
All applicants are required to pay a \$125.00 non-refundable loan processing fee when submitting an Application to Albany Community Together, Inc. (ACT!).
- \_\_\_ 23. Business License and/or State Licenses or certificates were applicable
- \_\_\_ 24. Business property coverage insurance
- \_\_\_ 25. Copy of IRS 941 Quarterly Reports for a one-year period where applicable
- \_\_\_ 26. Personal References of applicant.
- \_\_\_ 27. Origination fee required for all loans approved (may be deducted from loan proceeds)
- \_\_\_ 28. Life insurance assignment in amount equal to approved loan may be required