Client Checklist

Business ____________________________________________
Contact Person ________________________________________
Address ______________________________________________
City, State, Zip _________________________________________
Telephone _____________________________________________
Type of Business _______________________________________

☐ 1. Business Plan (refer to Business Plan Outline)
   a. Description of Business
   b. Marketing Plan
   c. Operations Plan
   d. Organization and Management Plan

☐ 2. Financial Statements and Project Costs (refer to Financial Data Needed).

☐ 3. If applicable, copy of all legal documents, such as: lease or purchase agreement, partnership agreement, sworn construction statement, appraisals, articles of incorporation, etc.

☐ 4. Draft of personal financial statements of owners, officers, and any partner with 20% or more ownership (refer to Personal Financial Statement).

☐ 5. Brief resume of management, owners, and officers. If resume is not available, than write at least a half-page narrative including your name, address, phone number, work experience, education, and community involvement; and how all of this is applicable to the current project (refer to Resume Worksheet).

☐ 6. Personal tax returns for last 2 years

Revised 10/15