



We Are Columbia

Office of Business Opportunities, 1401 Main St, 4<sup>th</sup> Floor, Columbia, SC 29201 • Phone: 803-545-3950 • Fax: 803-255-8912

## Resilient Columbia CARES Act Revolving Loan Fund Application Cover Page

*Expedited Loan Documentation Checklist*

**Applicant Name(s):**

**Business Name:**

**In order to evaluate your loan request, you are required to submit the following documentation at the time of application submission. Please check all items, sign, date and return with application.**

**Complete Resilient Columbia RLF Loan Application**

**City of Columbia Business License**

**Business Insurance (Declaration Page)**

**Copy of Driver's License or Other Government Issued Photo ID for all Applicants**

**Business Plan or [Business Narrative](#)** – Information will be used to verify applicant's knowledge of the business & industry, current business goals, reasons the goals are attainable, and plans for reaching those goals. (If submitting a Business Narrative instead of a Business Plan, the Business Narrative Template found on the [OBO website](#) must be used.)

**Two (2) Most Recent Bank Statements (Personal and Business)**

**Resume of Applicant(s)**

**Business Cash Flow Projections for 12 Months**

*Please check one:*

**Startup Business** - *Startup Balance Sheet*, a standard template is available on the [OBO website](#).

**Existing Business** - *Balance Sheet and Income Statements for Past Two (2) Fiscal*

*Years*, not less than 60 days old, a standard template is available on the [OBO website](#).

**Two (2) Most Recent Years Tax Returns (Personal and Business)** with all schedules and W-2's for all filers.

**Signed and Dated Personal Financial Statement (PFS)** to indicate whether principal has financial strength outside of business, a standard template is available on the [OBO website](#).

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date