



Southern Perry Incubation Center for Entrepreneurs (SPICE)
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MICROENTERPRISE LOAN PACKAGE CHECKLIST

The following checklist is needed for the SPICE Micro-Loan Program.
Some items in the list may not be applicable to all clients or businesses.

	Date Provided
<input type="checkbox"/> Copy of Drivers License	_____
<input type="checkbox"/> T A Form	_____
<input type="checkbox"/> Microloan Application Form	_____
<input type="checkbox"/> Personal Financial Statement	_____
<input type="checkbox"/> Personal Family Budget	_____
<input type="checkbox"/> One Year Personal Income Taxes (if Startup Business)	_____
<input type="checkbox"/> Resumes	_____
<input type="checkbox"/> References: Past Employer, Creditor, Friend	_____
<input type="checkbox"/> Bank Statement from last 3 (three) Months	_____
<input type="checkbox"/> Credit Report , <input type="checkbox"/> Score, <input type="checkbox"/> Low Credit Explanation	_____
<input type="checkbox"/> FBI Background Check	_____
<input type="checkbox"/> Business History	_____
<input type="checkbox"/> Written Business Plan	_____
<input type="checkbox"/> Insurance Quote for Start-up, Proof-of for Existing Business	_____
<input type="checkbox"/> Life Insurance Pledges on Key Principle(s)	_____
<input type="checkbox"/> Insurance: <input type="checkbox"/> Hazard/Liability, <input type="checkbox"/> Flood, <input type="checkbox"/> Workers Comp	_____
<input type="checkbox"/> Lease or Purchase Agreement (If Applicable)	_____
<input type="checkbox"/> Name of Accountant or Attorney business will use with address and phone number	_____
<input type="checkbox"/> Partnership Agreement/LLC/Corporate Documents (If Applicable)	_____
<input type="checkbox"/> Licenses and Permits (Copies)	_____
<input type="checkbox"/> Job Verification Form (Ohio Dept of Development form)	_____
<input type="checkbox"/> One Year Cash Projection with Assumptions	_____
<input type="checkbox"/> Historical Financials (If Existing Business)	_____
<input type="checkbox"/> Loan Request & Use of Funds	_____
<input type="checkbox"/> Written Quotes on Items to be Purchased	_____
<input type="checkbox"/> List of Collateral (With serial # s, Model # s, and Photos, Age, Cost)	_____
<input type="checkbox"/> Equity Injection / Owner s Investment	_____
<input type="checkbox"/> Copy of Vehicle Titles or Deeds (If Pledging as Collateral)	_____
<input type="checkbox"/> Co Signer	_____
<input type="checkbox"/> Filing Fees (needed at time of Loan Closing)	_____
<input type="checkbox"/> Sample Marketing Materials (Business Cards, Brochures, Etc.)	_____

This institution is an equal opportunity provider, and employer