

San Luis Valley Development Resources Group
Loan Document Check List

Below is a list of documents that are needed before application to the San Luis Valley Development Resources Group Loan Review Board can be made. The Loan Review Board meets on an as needed basis, much is done by e-mail where possible. In order to be as timely with a loan decision, all of these items must be submitted AT LEAST two weeks before a loan decision can be made by the LRB. If not, the application may be held for a longer period.

- ☐ Loan application
- ☐ \$50.00 application fee & \$20/person for credit bureau report
- ☐ Personal financial statement
- ☐ 3 years personal tax returns
- ☐ Business plan
- ☐ 3 years business tax returns
- ☐ 3 years financial statements (Balance Sheets & P & L)
- ☐ 3 years cash flow projections
- ☐ Legal structure verification (Sole Prop, LLC, Partnership, S-Corp, C-Corp)
- ☐ Listing of machinery, equipment, furniture, fixtures to be purchased
- ☐ Buy-Sell Agreement or contract for real estate OR purchase of business
- ☐ Lease or rental agreements (with term equal to proposed loan term)
- ☐ Resumes for all owners
- ☐ Real estate appraisals (if available)
- ☐ D-U-N-S number - go to Google type (duns number search) you need this for your business

When the loan request is approved, we must receive the following items AT LEAST 5 working days prior to loan closing:

- ☐ The signed Letter of Approval
- ☐ Verification of insurance with SLVDRG listed as loss payee and/or mortgagee
- ☐ Verification of life insurance
- ☐ Titles or copies of titles to rolling stock/vehicles that will be held for collateral