Additional information to be submitted with the application during the next stage:

- Business plan (required if the applicant is a new business or has been operating for less than 3 years)
- Business history narrative (includes management team, industry statistics, marketing niche)
- Resumes of the owners, partners, key officers, and key staff
- Balance sheets and income statements for the business for the past 3 years
- Current interim balance sheet and income statement (year-to-date) (must be no more than 45 days old)
- Complete IRS income tax returns - both business and personal for the last 3 years
- Personal financial statements of the owner, partner, shareholder, or personal guarantor ***(Note: all loans must be personally guaranteed by anyone with 20% or more ownership)***
- Profit and loss projections and projected income statements for 3 years (first year)
- List of long-term debt (include lender, amount borrowed, remaining balance, interest rate, and monthly payments)
- List of collateral offered and estimated value
  (All MCEDD loans must be fully secured as determined by MCEDD staff)
- Bank commitment or denial letter (this information may also be sent via email)

Other information that may be required, if applicable:

- Articles of incorporation and certificate/partnership agreement/LLC organization documents
- Site plan
- Security agreements, financial agreements, contractual agreements
- Copy of contractor bids or cost estimates
- Construction start and completion schedule
- Appraisal(s)
- Legal description of the property
- Evidence of acceptable zoning/land use compliance
- Aging of accounts payable and/or accounts receivable
- Copy of equipment list and bids
- List of affiliates and current financial statements for each
- Verification of applicant's equity/cash for the project
- Lease/rental agreements
- Required documentation licenses, permits, bonds, and insurance

Other documents and supporting information may be requested during application review.