



# CITY OF BELL GARDENS MICRO BUSINESS LOAN PROCESS CHECKLIST

Applicant Name: \_\_\_\_\_

Date Completed Application Received by City:  
\_\_\_\_\_

Note: Applicants name must be consistent throughout the loan package. Name must be exactly as filed on the Fictitious Trade Style or as filed on the Articles of Incorporation.

If you have any questions, please contact Gilbert A. Livas, Redevelopment Analyst at (562) 806-7700, ext. 725

Application package includes the following checked items:

### Step I

- \_\_\_\_\_ Sanwa Bank Application form
- \_\_\_\_\_ Release of Credit Information

### Step II

- \_\_\_\_\_ Review Sanwa - Credit Report to determine project feasibility

### Step III

- \_\_\_\_\_ Bell Gardens Application form
- \_\_\_\_\_ History of business
- \_\_\_\_\_ Resume for each business owner/manager
- \_\_\_\_\_ Internal Revenue Service Tax Return Verification Form (RS Form 2)
- \_\_\_\_\_ Copy of current/proposed lease on business premises including assessor's parcel number
- \_\_\_\_\_ Listing of available collateral, including any to be purchased with loan proceeds
- \_\_\_\_\_ Personal federal tax returned for the prior three years to include all supporting schedules and statements, for each business owner
- \_\_\_\_\_ Business federal tax returns for the prior three years to include all supporting schedules and statements (if available)
- \_\_\_\_\_ Business plan (new venture only)