



Date _____

Dear Applicant:

In order to expedite your loan request, please complete the ‘Business Credit Application’ enclosed. A checklist of the required documentation is provided below. Please submit the application and required documentation package along with a check in the amount of **\$75.00/Applicant** (non-refundable, application fee) payable to the ‘Pasadena Development Corporation’.

START-UP BUSINESS

- Must attend approved Technical Assistance Provider Session.
- Business Plan, Resume, Experience and History for each business owner
- Business Credit Application
- Personal Financial Statement for each business owner
- Use of Funds Statement
- Copy of the last 3 years Personal Federal Tax Returns (1040) for each business owner (including all schedules and K-1's)
- Complete IRS form 4506 – Request for Copy or Transcript of Tax Form
- PDC Hold Harmless Agreement
- Fictitious name filing, if applicable
- Articles of Incorporation, Partnership Agreement, Trust Agreement, if applicable

EXISTING BUSINESS

- Business Credit Application
- Personal Financial Statement for each principal of business
- Use of Funds Statement
- Copy of the last 3 years Personal Federal Tax Returns (1040) for each business owner (including all schedules and K-1's)
- Copy of the last 3 years Business Tax Returns (1120, 1120S, 1065 etc.)
- Copy of the last 3 years Fiscal Year-End Business Financial Statements
- Complete IRS form 4506 – Request for Copy or Transcript of Tax Form
- Copy of the most recent interim Business Financial Statement (if more than 90 days since fiscal year end)
- Profit & Loss Projections for one (1) year
- Business History, Experience and Resume on Principal Management Team
- Current Number of Employees
- Number of Jobs to be Created & Filled by Person(s) from Low-To-Moderate Income Families and Planned Time Frame
- Copy of 3 most recent Business Bank Statements
- Photograph of Place of Business
- PDC Hold Harmless Agreement
- Fictitious Name Filing, if applicable
- Articles of Incorporation, Partnership Agreement, Trust Agreement, if applicable

Note: *Under certain conditions, additional information may be required. Loan fees include an origination fee plus all associated third party costs. (All fees are non-refundable)*