

# Topeka/Shawnee County First Opportunity Fund, LLC

## Loan Application Checklist

All items are required to complete the loan application.



Business Name		Nature of Business			
Business Address	City	State	ZIP	County	
Tax ID	Business Telephone	Business Fax	Legal Structure		
Business Website	Business E-mail				
Applicant/Guarantor	Title	Applicant E-mail			
Applicant Address	City	State	ZIP	Applicant Telephone	

- Pre-Application Information Sheet:** One page document.
- Application Checklist:** This document.
- HCCI Office Visit:** This action offers financial counsel as well as obtaining your credit score to submit to our T/SCFOF loan officer.
- Summary of Financing Needs:** How much money do you need? How will borrowed money be used? Please list purpose(s) and corresponding dollar amount(s).
- Business Financial Statements:** If existing business, provide balance sheets and income statements for the last three years. Additionally, provide the most current interim statements, signed and dated.
- Business Tax Returns:** If available, provide full returns (with schedules) for the last three years for new businesses.
- Business Plan:** Please submit a complete business plan. This plan should include, at a minimum, the information requested on our Business Plan Outline sheet.
- Projected Cash Flow Statement:** Provide a month by month projection for the next twelve months. Provide a complete description of any key assumptions that influence financial projections, including any cash contributions to the project besides T/SCFOF's.
- Collateral:** Describe the collateral available to secure the loan, including dollar values and how valuations were determined. Both business and personal assets can be used to secure the loan.
- Personal Tax Returns:** Last 3 years for all owners (full returns with schedules).
- Personal Financial Statements:** Owners (and guarantors, if applicable) must complete and sign.
- Resumes:** Or description of management experience and expertise: For owners and for any key persons responsible for business operations.
- Existing Contracts and/or Agreements:** Send copies of signed contracts and/or agreements if applicable.

Please send all information to the following address or email [clegg@gotopeka.com](mailto:clegg@gotopeka.com).

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