

**Reno Office** **Las Vegas Office**

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 [www.nsdc.com](http://www.nsdc.com)

**Preliminary Application Checklist**

**Business/Affiliate Information**

□ Loan Application & Business Questionnaire (forms provided)

□ Year-end business financial statements for last 3 years (balance sheet and profit & loss statements)

□ Interim financial statements (within 90 days of application) and schedule of A/R and A/P

□ Signed Federal tax returns for last 3 years with all schedules and K-1’s

□ Business debt schedule (form provided)

□ Copies of filed Articles of Incorporation or Organization and signed Bylaws or Operating Agreement

□ Copies of city, county, and state business licenses and applicable professional licenses

□ Affiliated businesses

□ Signed Federal tax returns for last 2 years with all schedules and K-1’s

□ Interim financial statement (within 90 days of application)

□ Description of the ownership structure and business operations of any affiliate businesses

**Personal Information for any owner of business and/or real estate with a 20% or more ownership interest or any managing member/partner**

□ Personal financial statement (form provided)

□ Copy of driver’s license (front and back)

□ Signed, personal tax returns for last 3 years with all schedules and K-1’s

□ Resume for owners and key employees (form available)

□ Copy of Certificate of Trust from personal/family trust

**Real Estate/Equipment Information**

□ Real estate purchase agreement and any associated CC&Rs

□ Copies of filed Articles of Incorporation or Organization and signed Bylaws or Operating Agreement

□ If construction/remodeling, line-item construction cost budget, floor plan, and description of improvements complete with copies of construction bids signed by contractors

□ If equipment, bids / written estimates (if financed)

□ 3rd party reports (appraisal and environmental)