



COMMERCIAL LOAN PROJECT APPLICATION DOCUMENT CHECKLIST

(only applications submitted with all required documents will be accepted)

- Completed Loan Application
- Loan Application Fee of \$100.00 *(NOT REQUIRED -- WAIVED FOR THIS PROGRAM)*
- Credit Bureau Fee of \$19.00 per report per Owner *(NOT REQUIRED -- WAIVED FOR THIS PROGRAM)*
- List and describe all retained jobs, including salary and hourly wage, number of hours worked/week for each job
- List and describe all new jobs that will be created due to receiving this loan
- Copy of Current City Business License
- Copy of Valid Driver's License
- Copy of Most Recent PAID Tax Receipt with NO BALANCE PAST DUE
- Copy of Most Recent Water/Sewer Bill with NO BALANCE PAST DUE
- Copy of Most Recent Mortgage or Lease Statement with NO BALANCE PAST DUE *(not required when property is owned outright)*
- Copy of Valid Property and Liability Insurance *(Declaration Sheet Only, must show physical address of property on the document.)*

Renovation Projects require the following additional documents:

- Detailed Scope-of-Work provided to contractors in Invitation to Bid
- Minimum of 3 **Line Item** Bids from licensed contractors *(Lump-sum bids not acceptable, must breakout materials and labor)*
- Include all the bids submitted for your project; however, mark the contractor's bid that **you** select to perform the work for your renovation project
- Architectural and Engineering Drawings of Proposed Construction, when required by City Development Services.

Important Notes:

All Contractors and Sub-Contractors used must be Licensed and Bonded to work in the City of Columbia.

For all construction projects, the Applicant and the Contractor must agree to comply with all applicable Federal, State and Local Regulations, including, the Davis Bacon Act. Additional information, other than that listed above, may be required by the City of Columbia depending on the nature of the loan request.