

**USE THIS FORM FOR
APPLICATIONS \$50,000 AND
LESS ONLY**



We Are Columbia

Office of Business Opportunities, 1401 Main St, 4th Floor, Columbia, SC 29201 • Phone: 803-545-3950 • Fax: 803-255-8912

Resilient Columbia CARES Act Revolving Loan Fund Application Cover Page

Expedited Loan Documentation Checklist

Applicant Name(s):

Business Name:

In order to evaluate your loan request, you are required to submit the following documentation at the time of application submission. Please check all items, sign, date and return with application.

Complete Resilient Columbia RLF Loan Application

City of Columbia Business License

Copy of Driver's License or Other Government Issued Photo ID for all Applicants

Business Plan or Business Narrative – Information will be used to verify applicant's knowledge of the business & industry, current business goals, reasons the goals are attainable, and plans for reaching those goals. (If submitting a Business Narrative instead of a Business Plan, the Business Narrative Template found on the [OBO website](#) must be used.

Two (2) Most Recent Bank Statements (Personal and Business)

Resume of Applicant(s)

Streamlined Profit & Loss Statement - a standard template is available on the [OBO website](#).

Two (2) Most Recent Years Tax Returns (Personal and Business) with all schedules and W-2's for all filers.

Conflict of Interest and Disclosure Certification Form- this form is available on the [OBO website](#).

Applicant Signature

Date

Applicant Signature

Date