



Revolving Loan Fund Program
Documents Required for Application, Review and Loan Closing

The following documents will be required during the application and loan closing periods:

- Business Documents:
 - Complete list of all owners, including percentage of ownership
 - Last three years' of Federal IRS business tax returns
 - Current calendar year Balance Sheet and Profit & Loss Statement
 - Next year's projected Balance Sheet and Profit & Loss Statement
 - Last three months' business bank statements
 - ACORD Certificate of Commercial General Liability Insurance
 - Articles of Incorporation, Corporate Bylaws, and Corporate Resolution to Borrow, if applicable
 - Partnership agreements, partnership bylaws, buyout agreements and authorization to borrow, if applicable
 - W9
- Documents for each 20%+ owner:
 - Valid Driver's License or Alien Identification Card and proof of residential address
 - Credit Report
 - Last two years' Federal IRS personal tax returns and corresponding IRS Form W2(s)
 - Last three months personal bank statements

For further questions, please contact program staff:

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