



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

Email Questions to OBORevolvingLoanFund@columbiasc.gov

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

Business Insurance (Declaration Page)

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)

Business Cash Flow Projections for 12 Months

Please check one:

Startup Business - *Startup Balance Sheet*, a standard template is available on the [OBO website](#).

Existing Business - *Global Cash Flow Template for Past Two (2) Fiscal Years* and one year projection, a standard template is available on the [OBO website](#).

Two (2) Most Recent Years Tax Returns (Personal and/or Business; only personal for start-ups) with all schedules and W-2's for all filers.

Signed and Dated Personal Financial Statement (PFS) to indicate whether principal has financial strength outside of business, a standard template is available on the [OBO website](#).

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

Duplication of Benefits Certification - this form is available on the [OBO website](#).

Applicant Signature

Date

Applicant Signature

Date