

City of Johnstown
Dept. of Community and Economic Development
Economic Development Loan File Checklist

File Name: _____ File Number: _____

Loan Program: JDL UDAG EZL AB

Document/Form	Y	N	N/A	Date Received/Notes
Loan Package items				
Signed/Completed Application				
Business Plan				
3 yr Pro-forma, balance sheet, p&l stmt				
Credit Report				
Evidence of site control				
Evidence of financial commitments				
Evidence of owner equity injection				
Personal financial statements				
Completed appraisal				
Complete equipment list				
Complete inventory list				
Payroll records, if existing				
Last 3 yrs financials & tax returns, if existing				
Last tax return of owner(s), if new				
Loan Closing/Approval Items				
Copy of loan review sign-in sheet				
Copy of signed loan agreement				
Mortgage/Deed of Trust				
UCC filing/Security Agreement				
Surety Agreement				
Copy of liability ins, listing City as payee				
Copy of flood ins, listing City as payee				
Subordination/Intercreditor Agreement				
Other				