

GUAM DEVELOPMENT FUND LOAN APPLICATION CHECKLIST

Use the checklist below to ensure you have everything the GEDA Loan Officer will ask for to complete the application. Once the loan packet is complete, you are ready for submission!

If your company is a **CORPORATION** or **PARTNERSHIP** or **LIMITED LIABILITY COMPANY**, listed below are the items required

GEDA FORMS

- APPLICATION FOR CREDIT
- PERSONAL FINANCIAL STATEMENT (Applicable for personal guarantees)

EXHIBITS

- DECLINATION LETTERS (Minimum of two (2) is required) (Not older than 90 days from date of application)
- BUSINESS LICENSE & PERMITS
- IDENTIFICATION (Copy of Driver's License, Passport, Guam ID)
- POLICE CLEARANCE (Not older than 30 days from date of application)
- COURT CLEARANCE (Not older than 30 days from date of application)
- BUSINESS PLAN
- FINANCIALS

START-UP BUSINESSES

- Income Tax Returns (last two (2) years)
- Pro Forma Financial Statements (Monthly & Annual Projections for three (3) years)

EXISTING BUSINESSES

- Business Tax Returns (last three (3) years)
- Interim Financial Statement
- Financial Statement: Income Statement, Balance Sheet, Three (3) Year Projections
- Accounts Receivable Aging (Not older than 90 days from date of application)
- Accounts Payable Schedule (Not older than 90 days from date of application) Applicable for working capital and or/pledging of inventory

- CERTIFICATE OF GOOD STANDING
- CORPORATE DOCUMENTS (Certification of Incorporation, Articles of Incorporation, By-laws, Partnership Agreement)
- CORPORATE RESOLUTION TO BORROW
- INSURANCE POLICY (If applicable)
- LEASE AGREEMENTS (For business equipment or location, If applicable)
- FRANCHISE/DISTRIBUTOR DOCUMENTS (If applicable)
- PURCHASE AGREEMENT (If applicable)
- COLLATERAL EXHIBITS
 - Appraisal (Not more than one (1) year old)
 - Preliminary Title Report (PTR) Not older than 90 days of application
 - Certificate of Title or Recorded Deed
 - Recorded Property Map