



APPLICATION CHECKLIST

YES	NO	N/A	Applicant's Name: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Have you attached the completed and signed application? Attach as Exhibit A.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Is the \$100 application fee enclosed and made payable to MCBIF?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Have you filled out a Personal Financial Statement, provided personal federal and state income tax returns for three (3) years for each person listed as a 20% or greater owner in the application, as well as a copy of a birth certificate, passport, or other documentation as proof of citizenship for each owner? NOTE: A joint personal financial statement is required if the owners or guarantors are married. Attach as Exhibit B.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Have you included resumes of all owners and management personnel, as well as a list of references for each? Attach as Exhibit C.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Have you included the Applicant's federal and state income tax returns for three (3) years? Attach as Exhibit D.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Have you included the Applicant's Balance Sheets, Profit and Loss Statements, and Statements of Cash Flow for the past three (3) years and within ninety (90) of the filing date of this application? Attach as Exhibit E.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Have you included the Applicant's projected monthly cash flow analysis with related assumptions for the current fiscal year end and the next fiscal year? Attach as Exhibit F.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Have you included the Applicant's projected profit and loss statements with related assumptions for the next 3 fiscal years? Attach as Exhibit G.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Have you included a list which contains the original date and amount, present balance owed, interest rate, monthly payment, maturity and security for each loan or debt that your business currently has? Attach as Exhibit H.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Have you attached the following item: Attach as Exhibit I.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. A current Certificate of Corporation's Good Standing with State Department of Assessment and Taxation dated within five days of the application; or
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. <i>If the applicant is incorporated in another state</i> , a current Certificate of Qualification to do business in Maryland dated within five days of the application.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Have you listed the Applicant's key deadlines and milestones? Attach as Exhibit J.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Have you included the Applicant's business plan? Attach as Exhibit K.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Is your principal place of business: Attach as Exhibit L.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Leased? If yes, please provide the date that the lease began, term and monthly payment; or
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Owned? If the property is owned by the Applicant, the principals, or an entity formed by the principals, please provide the name(s) of the owner(s) and provide any existing financing terms (name, term, interest rate, monthly payment, balance) for the property.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Have you been declined by a bank(s) or other financing institution(s)? Attach a copy of the declination letter (s). Attach as Exhibit M.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Have you included location demographics (THIS QUESTION IS FOR RETAIL APPLICANTS ONLY)? Attach as Exhibit N.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Be sure to answer the next question correctly because it is important. The fact that you have a conviction record will not automatically disqualify you, but a false answer will probably cause your application to be declined.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Have any of the owners listed in questions 3 and 4 ever been convicted of any criminal offense other than a minor motor vehicle violation? If yes, furnish details in Exhibit O. List name(s) under which convicted, if applicable.

Submit the checklist, signed application, application fee, and required documents to:

MCBIF
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Baltimore, MD 21202
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