



BERKELEY REVOLVING LOAN FUND (RLF) SUPPLEMENTAL INFORMATION

Applicant should submit the following items as applicable and as requested.

- Financial statement- prior 3 years and current within 90 days.
 - a. Balance sheets
 - b. Income/expense statement
 - c. Articles of incorporation/ by-law or partnership agreement (if applicable)
 - d. Resume(s) of principal(s) (normally those with 20% ownership or more)
 - e. Certificate of good standing (corporations only)
- Pro forma financial statements/ projections (including notes and schedules).
 - a. One (1) year income/cash flow statement (month to month)
 - b. Additional 2 years cash flow projections
 - c. Explanation of the underlying assumptions supporting cash flow assumptions
- Individual Federal Income Tax Return – (if proprietorship or partnership) - prior 3 years.
- Business Federal Income Tax Return – prior 3 years.
- Plans, cost estimates/bids for construction or equipment.
- Appraisals or independent evaluations on assets offered as collateral.
- Aging of accounts receivable and payable within 90s days and list of vendors and addresses and account numbers for any accounts over 30 days.
- Schedule of Business Debts (including the following: original amount of debt, current balance outstanding, payment amount(s), payment amount, interest rate, collateral, status (current/delinquent).
- Private lender commitment or denial of funds letter(s).
- Verification of business space (i.e. deed of trust, lease/rental agreement, purchase agreement as applicable).
- Agreement of Landlord (for tenant improvement loans).
- Copy of business license.
- Copy of Hazard and Liability Insurance.
- Business Plan for expansion or start-up loans.

- Application fee for RLF loans in the amount of \$200.00 made payable to the City of Berkeley.**
If approved, this fee will be credited towards the 1% loan fee and will be refunded, if not approved.

The City of Berkeley will be conducting a credit check of your business and (possibly) personal payment record.

Please send all this information to the following address:

Revolving Loan Fund Program
City of Berkeley Office of Economic Development
2180 Milvia Street, Fifth Floor
Berkeley, CA 94704