

ITEMS REQUIRED FOR LOAN PACKET

DRC Company Commercial Loans Only

Borrower Name: _____ Date: _____

Project Address: _____

City: _____ State: _____ Zip: _____

MANDATORY DOCUMENTS REQUIRED FOR LOAN PROCESSING TO BEGIN

- Completed Commercial Loan Application
- Completed Impact Survey
- Written Description Of Loan Funds Uses
- Personal Financial Statement (If Individual)
- Two Years Of Audited Financial Statements Or Tax Returns If Entity Has Not Audits
- Two Years Current Year to Date Financial Statements; P& L And Balance Sheet
- Two Months Bank Statements Showing Evidence Of Cash On Deposit
- Documentation Of Grants, Projected Income, Cash Flow, Etc (If Applicable)
- Purchase Contract Or Existing Note For Refinance (If Applicable)
- Escrow Instructions (If Applicable)
- Rent Rolls, Financial Statements For Project Being Purchased (If Applicable)
- Evidence Of City Approval Or Support (If Applicable)
- Project Budget (If Applicable)
- Pro-Forma Sources And Uses (If Applicable)
- A/R & A/P Aging Reports for Last Three Months if Applying for a Line of Credit

DOCUMENTS REQUIRED PRIOR TO CLOSING

- Evidence Of 501c (3) Tax-Exempt Status (If Non-Profit)
- Copy Of By-Laws, Articles Of Incorporation
- Hazard Insurance Policy-Showing CDFI As "Loss Payee"
- Corporate Resolution to Borrow and Designation of Signer for Loan Documents.

POSSIBLE OTHER REQUIRED DOCUMENTS

- Letters Of Support For Organization, If Available
- Brochures, Newsletters, Or Newspaper Articles On Organization Or Project
- List Of Board Of Directors And Resumes

Please mail all documents to:
DRC Company
980 9th Street, 16th Floor
Sacramento, CA. 95814