

## Checklist of Financial Material

The following material is necessary for a full review of your Bond and Subordinate Loan application. Please attach a copy of each of the checked items to this office.

	<p><b>1. CPA prepared Financial Statements: Most recent interim and prior three year-ends.</b>  <b>Should include:</b></p> <ul style="list-style-type: none"> <li>- Balance Sheets</li> <li>- Income statements, and any related notes to statements. (Statements should reconcile with tax returns; explain discrepancies with footnotes.)</li> </ul>
	<p><b>2. Proforma financial statements: Include all notes and schedules. Should include:</b></p> <ul style="list-style-type: none"> <li>- First year proforma and cash flow, broken down on a monthly basis.</li> <li>- Additional 10-year proforma and cash flow statements.</li> <li>- Any explanations of the underlying assumptions supporting cash flow projections.</li> </ul>
	<p><b>3. Copies of signed Personal Financial Statement and Federal income tax returns: Individual (prior three years) and related schedules.</b></p>
	<p><b>4. Copies of signed Federal income tax returns: Business (prior three years) and related schedules.</b></p>
	<p><b>5. Private lender commitment / Letter of Interest: Include terms and conditions showing other funding sources.</b></p>
	<p><b>6. If project involves real estate:</b></p> <ul style="list-style-type: none"> <li>- Evidence of site control - Grant Deed</li> <li>- Escrow documents</li> </ul>
	<p><b>7. Project description: Brief narrative</b></p>
	<p><b>8. History of business / Business Plan: Brief narrative</b></p>
	<p><b>9. Phase 1 Site Assessment</b></p>
	<p><b>10. Collateral available to secure the loan</b></p>
	<p><b>11. If project involves construction, materials and labor: Any construction funded through a bond and Subordinate Loan requires adherence to Federal prevailing wage rate ("Davis Bacon" guidelines). Please call (213) 744-9352 for detailed information.</b></p>
	<p><b>12. Appraisal of property (Current within the last 6 months)</b></p>
	<p><b>13. Description and number of new jobs to be created/retained</b></p>
	<p><b>14. Site plan</b></p>
	<p><b>15. Sources and Uses</b></p>

Please return information to: **Community Development Department  
 Attention: Industrial Development Authority  
 1200 W. 7<sup>th</sup> Street, 6<sup>th</sup> Floor,  
 Los Angeles, CA 90017**