



Community Business Development Partners

# MILWAUKEE COUNTY

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## MILWAUKEE COUNTY REVOLVING LOAN PROGRAM (MCRLP)

### LIST OF INFORMATION TO BE FURNISHED WITH THE LOAN APPLICATION

The following information and documents should be furnished with the loan application under Milwaukee County's Revolving Loan Program:

- 1) Copy of the County contract obtained by the applicant firm, or copy of the subcontract agreement(s) with the firm contracting with Milwaukee County.
- 2) Work and cost schedule prepared for the contract. These schedules should be prepared by phases or on a reasonable period basis, such as monthly.
- 3) Copies of insurance (including "key person life insurance coverage") contracts.
- 4) Financial statements for the past 3 years. Audited preferred. Current year's interim financial statements should be provided on a quarterly basis.
- 5) Projected financial and cash-flow statements, at least until the complete repayment of the loan, should be provided. These statements should be prepared on a monthly basis.
- 6) Schedule of contracts completed during the past year if the loan application is being submitted in the first or second quarters, or during the current financial year if the loan application is being submitted in the third or fourth quarters.
- 7) Schedule of contracts in-progress.
- 8) Current aging of accounts receivable (including retainages), and accounts payable.
- 9) Business Tax returns, including all schedule for the past three years.
- 10) W2's and pay stubs if applicable
- 11) Personal financial statements and personal tax returns for the past 3 years, and credit references of principals of the firm.
- 12) Any previously prepared business plan, if available.
- 13) Resumes of owners and key managers
- 14) Articles of Incorporation and Operating Agreement (LLCs or corporations).