Recycling Market Development Zone Loan Program

Loan Application Checklist

Instructions: Attach this Loan Application Checklist to your completed application. Indicate whether or not the listed documents are attached or not applicable (N/A) in the columns below. For documents not provided at time of application, explain why and the date the document(s) will be provided or are not applicable in a cover letter with your loan application.

<table>
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<tr>
<th>Attached</th>
<th>N/A</th>
<th>Description</th>
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<td>RMDZ Loan Application (CalRecycle 838-RMDZ)</td>
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<td>• $300 Application Fee</td>
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<td>• Original Loan Application submitted and signed using blue ink</td>
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<td>• Loan Application Checklist (CalRecycle 854)</td>
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<td>Project Narrative Proposal (CalRecycle 826-RMDZ)</td>
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<td>Exhibit 1: Feedstock Certification</td>
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<td>• Feedstock Certification (CalRecycle 859)</td>
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<td>• Feedstock supporting documentation</td>
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<td>• Exhibit 2: Net Tons of Diverted Materials from Landfills Net Tons of Diverted Materials from Landfills (CalRecycle 834)</td>
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<td>• Net Tons of Diverted Materials worksheet</td>
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<td>Exhibit 3: Material Flow Chart</td>
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<td>• Material Flow Chart (CalRecycle 857)</td>
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<td>Exhibit 4: Project Readiness and Permits</td>
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<td>• Project Readiness, Permits, and CEQA (CalRecycle 829)</td>
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<td>• General Checklist of Permits, Licenses, and Filings (CalRecycle 825)</td>
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<td>• Copies of permits</td>
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<td>Exhibit 5a: Budget – Sources and Uses of Loan Funds</td>
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<td>• Budget Sources and Uses of Funds (CalRecycle 824)</td>
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<td>Exhibit 5b: Loan Collateral</td>
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<td>• Budget Collateral Description and Valuation (CalRecycle 836)</td>
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<td>Exhibit 6: Resumes</td>
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<td>• Resumes for business owners and operators</td>
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<td>Exhibit 7: Zone Administrator Certification</td>
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<td>• RMDZ Zone Administrator Certification (CalRecycle 879-RMDZ)</td>
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Financial Narrative - Business (CalRecycle 853)

### Exhibit 8: Business Documents
- Business Credit Check (CalRecycle 837)
- California Secretary of State: Corporations and Limited Liability Companies must provide a printout of the business entity detail page for your business name using the [California Secretary of State](http://www.sos.ca.gov/) web page
- Non-profits must also use the [exempt organizations search check](http://apps.irs.gov/app/eos/) found on the Internal Revenue Service (IRS) website

#### Real Estate Project Site
- Lease Agreement, if property leased, **OR**
- Grant Deed, if property is owned by the Applicant.
- Title Report (Optional)

#### Business Formation Documents - Provide the full document and all amendments.
- Corporation (C or S type)
  - Filed Articles of Incorporation and amendments
  - Bylaws and amendments
  - List of officers authorized to sign loan documents (President, Secretary, etc.)
- Limited Partnership
  - Filed Certificate of Limited Partnership (Form LP-1)
  - Limited Partnership Agreement
- Limited Liability Company
  - Filed Articles of Organization and amendments
  - Operating Agreement and amendments
  - List of Members-Managers authorized to sign loan documents
- Limited Liability Partnership
  - Filed Limited Liability Partnership Registration (Form LLP-1)
  - Limited Liability Partnership Agreement
- General Partnership
  - Partnership Agreement
- Fictitious Trade Name Filing

### Exhibit 9: Applicant Historical Financial Statements
Historical financial statements for the past three fiscal years including:
- Balance sheet
- Income and expense statement
- Statement of cash flows
- Reconciliation of Net Worth and Retained Earnings
|   |   | **Exhibit 10: Applicant Current Interim Financial Statement**  
Current Interim Financial Statement (year to date), including:  
- Balance Sheet  
- Income and Expense statement  
- Statement of Cash Flow  
- Reconciliation of Net Worth and Retained Earnings  
- Accounts Receivable listing and aging  
- Accounts Payable listing and aging  
- Inventory listing and aging  
- Present Debt Obligations (CalRecycle 840) with copies of Promissory Notes, Loan Agreements, and, for debts secured by business assets, Security Agreements. Include lines of credit, leases for equipment and machinery, and debt to related entities, owners, and investors. |
|   |   | **Exhibit 11: Applicant Federal Income Tax Returns**  
- Federal income tax returns for the past three fiscal years, including all schedules and notes. Provide extension, if applicable. |
|   |   | **Exhibit 12: Applicant Projected Financial Statements**  
Projected monthly financial statements, for year to date and the next three fiscal years, prepared on a monthly basis, including:  
- Balance sheet  
- Income and Statement, include a line item for the proposed CalRecycle loan principal, interest, and equipment property taxes.  
- Statement of Cash Flow  
- Reconciliation of Net Worth and Retained Earnings  
- List of assumptions under which the projected financial statements were prepared. |
|   |   | **Exhibit 13: Newly Formed Business Applicant**  
Pro-forma projected monthly financial statements, for three fiscal years and the current interim period, prepared on a monthly basis, including:  
- Balance sheet  
- Income and Statement  
- Statement of Cash Flow for the fiscal years  
- Reconciliation of Net Worth and Retained Earnings  
- List of assumptions under which the projected financial statements were prepared. |
### Exhibit 14: Business Guarantor Financial Statements

- Historical financial statements for the past three fiscal years and current interim period including:
  - Balance sheet
  - Income and expense statement
  - Statement of cash flows
  - Reconciliation of Net Worth and Retained Earnings
  - Federal income tax returns for the past three fiscal years, including all schedules and notes. Provide extension, if applicable.

### Exhibit 15: Personal Guarantor(s) Financial Statements (For each personal guarantor)

- Personal Financial Statement (CalRecycle 822) or similar form, prepared within the last 90 days.
- Present Debt Obligations (CalRecycle 840), listing all personal debt. (Consider what might show on your current credit report)
- Guarantor Personal Credit Check Authorization (CalRecycle 821)
- Trust Agreement, if any personal assets and/or income are titled in the name of a trust.
- Prenuptial Agreement, if applicable.