

**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.

Attached	N/A	Description
<input type="checkbox"/>	<input type="checkbox"/>	RMDZ Loan Application (CalRecycle 838-RMDZ) <ul style="list-style-type: none"> • \$300 Application Fee • Original Loan Application submitted and signed using blue ink • Loan Application Checklist (CalRecycle 854)
<input type="checkbox"/>	<input type="checkbox"/>	Project Narrative Proposal (CalRecycle 826-RMDZ)
<input type="checkbox"/>	<input type="checkbox"/>	Exhibit 1: Feedstock Certification <ul style="list-style-type: none"> • Feedstock Certification (CalRecycle 859) • Feedstock supporting documentation
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Exhibit 2: Net Tons of Diverted Materials from Landfills Net Tons of Diverted Materials from Landfills (CalRecycle 834) • Net Tons of Diverted Materials worksheet
<input type="checkbox"/>	<input type="checkbox"/>	Exhibit 3: Material Flow Chart <ul style="list-style-type: none"> • Material Flow Chart (CalRecycle 857)
<input type="checkbox"/>	<input type="checkbox"/>	Exhibit 4: Project Readiness and Permits <ul style="list-style-type: none"> • Project Readiness, Permits, and CEQA (CalRecycle 829) • General Checklist of Permits, Licenses, and Filings (CalRecycle 825) • Copies of permits
<input type="checkbox"/>	<input type="checkbox"/>	Exhibit 5a: Budget – Sources and Uses of Loan Funds <ul style="list-style-type: none"> • Budget Sources and Uses of Funds (CalRecycle 824)
<input type="checkbox"/>	<input type="checkbox"/>	Exhibit 5b: Loan Collateral <ul style="list-style-type: none"> • Budget Collateral Description and Valuation (CalRecycle 836)
<input type="checkbox"/>	<input type="checkbox"/>	Exhibit 6: Resumes <ul style="list-style-type: none"> • Resumes for business owners and operators
<input type="checkbox"/>	<input type="checkbox"/>	Exhibit 7: Zone Administrator Certification <ul style="list-style-type: none"> • RMDZ Zone Administrator Certification (CalRecycle 879-RMDZ)

<input type="checkbox"/>	<input type="checkbox"/>	Financial Narrative - Business (CalRecycle 853)
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<p><u>Exhibit 8: Business Documents</u></p> <ul style="list-style-type: none"> • 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
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<p><u>Real Estate Project Site</u></p> <ul style="list-style-type: none"> • Lease Agreement, if property leased, OR Grant Deed, if property is owned by the Applicant. • Title Report (Optional)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><u>Business Formation Documents - Provide the full document and all amendments.</u></p> <p>Corporation (C or S type)</p> <ul style="list-style-type: none"> • Filed Articles of Incorporation and amendments • Bylaws and amendments • List of officers authorized to sign loan documents (President, Secretary, etc.)
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<p>Limited Partnership</p> <ul style="list-style-type: none"> • Filed Certificate of Limited Partnership (Form LP-1) • Limited Partnership Agreement
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<p>Limited Liability Company</p> <ul style="list-style-type: none"> • Filed Articles of Organization and amendments • Operating Agreement and amendments • List of Members/Managers authorized to sign loan documents
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<p>Limited Liability Partnership</p> <ul style="list-style-type: none"> • Filed Limited Liability Partnership Registration (Form LLP-1) • Limited Liability Partnership Agreement
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<p>General Partnership</p> <ul style="list-style-type: none"> • Partnership Agreement <p>Fictitious Trade Name Filing</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Exhibit 9: Applicant Historical Financial Statements</u></p> <p>Historical financial statements for the past three fiscal years including:</p> <ul style="list-style-type: none"> • Balance sheet • Income and expense statement • Statement of cash flows • Reconciliation of Net Worth and Retained Earnings

Attached	N/A	Description
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Exhibit 14: Business Guarantor Financial Statements</u> Historical financial statements for the past three fiscal years and current interim period including:</p> <ul style="list-style-type: none"> • 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.
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Exhibit 15: Personal Guarantor(s) Financial Statements (For each personal guarantor)</u></p> <ul style="list-style-type: none"> • 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.
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	