at Community Teamwork

**Date**

Hello,

We want to thank you for your interest in working with the Entrepreneurship Center at Community Teamwork. Whether its Business Coaching or Access to Capital, The E-Center will work with you to support your Entrepreneurial Dreams. In order to complete our due diligence, we will need you to complete an online intake questionnaire. After completing the questionnaire, our Program Technician will reach out to complete and initial assessment. During this process, a number of documents will be requested. The documents that will be requested are below:

* Online Assessment
* Intake Form
* Loan Application
* Cori Form
* Loan Request Information
* Appendix C – Household Income Certification
* Legal Status Documentation (if necessary)
* Interim Balance Sheet and Income Statement (if already in Business)
* 2 years of Business and Personal Taxes (Preferred), 1 year at a minimum
* Business Plan
* Business and Personal Loan and Credit Statements for the past 3 months
* Franchise Information (if necessary)

Early document preparation will allow for a quicker and smoother process in working with our staff. Please let us know if there are any questions about the documents.

Sincerely,

The Entrepreneurship Center at Community Teamwork