



NJ LEND Application Checklist

Required Documents	
1.	A completed NJEDA online application. Please ensure application is filed in your organization's registered legal name by checking Business Name Search for Applicant.
2.	Most recent three years signed personal federal tax returns (all schedules and forms including K1s) for all personal guarantors owning 10% or more of the business.
3.	Interim statements (P&L and Balance Sheet) dated within 30-60 days if latest financials are more than 90 days old for Borrower/Corporate Guarantors.
4.	Applicant's most recent three full tax years of signed business federal tax returns (if applicable)
5.	Most recent three years CPA prepared financial statements.
6.	Most recent three full tax years of signed business federal tax returns (if applicable) for any corporate guarantors, operating company and/or real estate company identified on the application.
7.	Personal Financial Statements for Guarantors Owning 10% or More (incl. date and signature). NJEDA Personal Financial Statement Form Please complete and submit with application.
8.	Schedule of Debt - Business Schedule of Debt Form Please complete, sign, and submit with application.
9.	<p>Formation Documents- must provide company formation documents that relate to the entity applying. **Required for Applicant and any Corporate Guarantors**:</p> <ul style="list-style-type: none"> • Sole Proprietor: provide a Certificate of Trade Name (filed with the County Clerk). The business must also be registered with the State of New Jersey. (State of New Jersey Online Tax/Employer Registration) • LLC: Certificate of Formation and Operating Agreement • Partnership: Certificate of Formation and Partnership Agreement • Corporation: Certificate of Incorporation and Bylaws • Not-for-profit: Certificate of Incorporation, Bylaws and 501c3 determination letter • Out of State: If your business is not registered in the State of NJ and based in NJ you are ineligible for this loan. If your entity was formed out of state but operates within the State

<p>of NJ, you must file a Certificate of Authority when registering the business in NJ and provide that certificate.</p>
<p>10. If Applicant has a “Doing Business As Name” (DBA)</p> <ul style="list-style-type: none"> • Please be prepared to provide a Certificate of Alternate Name issued by Division of Revenue and Enterprise Services. Copies can usually be found on the state business records website Division of Revenue & Enterprise Services: Business Records Service (njportal.com)
<p>11. Current NJ Tax clearance certificate for applicant. Loan Application cannot be approved until received.</p> <ul style="list-style-type: none"> • Directions for securing your tax clearance certificate • Email BusinessAssistanceTC.Taxation@treas.nj.gov with tax clearance issues or concerns
<p>12. Bank approval for loan participation and guarantees with NJEDA Premier Lenders, if applicable.</p>
<p>13. Leases, if applicable (note % occupancy by operating company and any other tenants)</p>
<p>14. Contract for Sale of Property, if applicable with the closing date.</p>
<p>15. Itemized list on the use of funds for a working capital request, if applicable.</p>
<p>16. Appraisal(s) on real property and/or machinery, if applicable.</p>
<p>17. Quote or invoice for equipment purchase, if applicable.</p>
<p>18. A/R and A/P Aging (accounts receivable and accounts payable report), if applicable.</p>
<p>19. Application fee of \$1,000 (non-refundable).</p>