



City of Niagara Falls, NY N.F.C. Development Corporation

Project Name: _____

PROJECT CHECKLIST

Initial	Task	Date
_____	Completed Business Plan/History/Descrpt.	_____
_____	Pro Forma with 3 year projections	_____
_____	Planning Consultation	_____
_____	Code Enforcement Consultation	_____
_____	Current Profit/Loss (If Applicable)	_____
_____	Personal Financial Statement SBA Form 413	_____
_____	Resume (If Applicable)	_____
_____	Personal Tax Returns (3 years)	_____
_____	Business Tax Returns	_____
_____	Corporate Doc./Business License	_____
_____	List of Collateral Available (Loan)	_____
_____	Project Costs w/ Vendor Quotes	_____
_____	Commitment of other sources of funding	_____
_____	Copy of any previous government financing	_____
_____	Planning Board Approval (if needed)	_____
_____	Verification of Permits	_____
_____	Environmental Analysis (SEQRA)	_____
_____	Copy of Lease/Purchase Agreement	_____
_____	Verification of Property Taxes	_____
_____	Credit Score Check (\$25.00)	_____
_____	Credit Score	_____