



Required documents at the time of submission

Individual / Sole Proprietorship

- (1) Completed Application
- (2) Two most recent years of tax returns
- (3) Current financial statement
- (4) Copy of current insurance license (if applicable)
- (5) Copy of current Workers Comp Ins. (if applicable)
- (6) Letter of intent for use of loan proceeds
- (7) Estimates for the requested repairs

INCORPORATED (Not-For-Profit and For-Profit)

- (1) Completed Application
- (2) Articles of Incorporation
- (3) Bylaws of Corporation
- (4) IRS Certification showing the Organizations EIN number and 501 status
- (5) Borrowing Resolution (if not included as part of the By-Laws)
- (6) State of Georgia Corporate Certification and record of good standing
- (7) Copies of corporations two most recent years of tax returns
- (8) Sample of your Corporate Seal
- (9) Current financial statement
- (10) Letter of intent for use of loan proceeds

-Continued Entities requirements below-



Community Housing Services Agency, Inc.

Partnership

- (1) Completed Application
- (2) Certificate of Limited Partnership
- (3) Partnership Agreement
- (4) IRS Certification showing the Partnerships EIN number
- (5) Borrowing Resolution (if not included as part of the Partnership Agreement)
- (6) State of Georgia Partnership Certification and record of good standing
- (7) Copies of partners two most recent years of tax returns
- (8) Sample of your Partnership Seal (if available)
- (9) Current financial statement (If new Partnership, financial statements from all partners)
- (10) Letter of intent for use of loan proceeds

Limited Liability Corporation

- (1) Completed Application
- (2) Articles of Organization
- (3) Operating Agreement
- (4) IRS Certification showing the Organizations EIN number
- (5) Borrowing Resolution (if not included as part of the Operating Agreement)
- (6) State of Georgia Organizational Certification and record of good standing
- (7) Copies of organizations two most recent years of tax returns
- (8) Sample of your Organizational Seal (if available)
- (9) Current financial statement (If new LLC, financial statements from all partners)
- (10) Letter of intent for use of loan proceeds