

**NINTH DISTRICT DEVELOPMENT FINANCING, INC.**

**FULL APPLICATION  
DOCUMENT REQUIREMENTS**

The following documents will be required for Ninth District Development Financing, Inc. to process your loan any further:

1. \_\_\_\_\_ A one-time application fee of \$250.00 payable to Ninth District Development Financing, Inc. This is non-refundable.
2. \_\_\_\_\_ A comprehensive Business Plan that includes financial pro-formas, implementation timelines, and a detailed marketing and promotion plan.
3. \_\_\_\_\_ A complete description of the project and how the loan funds will be used.
4. \_\_\_\_\_ A personal Finance Statement
5. \_\_\_\_\_ Individual Federal Tax returns for the past three years on all business partners.
6. \_\_\_\_\_ Three years financial history of business (If business has existed less than three years, please submit applicable information).
7. \_\_\_\_\_ A **copy** of titles, deeds, and other documents pertaining to collateral proposed.
8. \_\_\_\_\_ A certified real estate appraisal and copy of property survey (if applicable). \* May be completed after the tentative approval of your loan as a contingency for funding.
9. \_\_\_\_\_ Other: \_\_\_\_\_

Please return all documents to Loan Officer by \_\_\_\_\_

If loan is approved, the applicant is responsible for a 1% closing fee and all closing cost to include those cost incurred by Ninth District Development Financing, Inc.

The Small Business Development Centers located at Mountain Empire Community College (276)523-6529, New River Valley SBDC, (540)831-6056, Southwest Virginia Community College (276)964-7345, Virginia Highlands Community College (276)676-5615, and Wytheville Community College (276)223-4798 are available to assist you with the development of your Business Plan. They provide assistance to you without a charge for services. Please visit the center nearest you.