



FOR OFFICE USE: Date Received: _____ Received By: _____

Florida Bridge Loan Package Applicant Checklist

Application Deadline: May 8, 2020

INCOMPLETE APPLICATIONS ARE NOT ACCEPTED

Place this document at the top of your application package.

Owner's Name: _____

Business Name: _____

STEP 1: IS YOUR BUSINESS ELIGIBLE FOR THE FLORIDA BRIDGE LOAN?

- The business must be a for-profit, privately held small business with a place of business in Florida.
- The business must be located in a Florida county designated as a disaster area, including Miami-Dade & Monroe.
- The business was established prior to March 9, 2020 (the date of the designated disaster).
- The business must be able to demonstrate economic injury as a result of the designated disaster. Note: The need for the loan and use of proceeds must be directly related to the economic injury caused by the designated disaster.
- The business must be an employer with a **minimum of two (2)** and **maximum of one hundred (100) employees** within the previous year. Documentation of employee compensation must be provided at the time of application. *Note: For the purposes of this program, employee is defined to include 1099 employees.*

STEP 2: MAKE SURE YOU HAVE THE DOCUMENTS REQUIRED TO APPLY:

Application available at: <https://floridadisasterloan.org/a/w/wp-content/uploads/2020/03/20200316-COVID-19-Florida-Emergency-Bridge-Loan-Application1.pdf>

____ Completed & signed application by 51%+ ownership (ownership must be documented; if a single owner does not have at least 51%, then additional owners must be part of the application until at least 51% ownership is represented)

____ Completed & signed borrower Certification/ Acknowledgment by each owner on the application

____ Copy of applicant(s)' driver's license(s) or passport(s)

____ 2017 and 2018 business tax returns (e.g. 1120, 1120S, 1065, 1040)

____ 2017 and 2018 personal tax returns for all owners on the application (1040 and all schedules)

____ Documentation showing minimum of 2 employees -- Independent contractors or 1099s do count as employees. (ie. copies of employees' W-2s, IRS Form 941, Employer's Quarterly Federal Tax Return)

____ SBDC Request for Consultation form – signed. If you don't have the form, request can be made electronically at: <https://clients.floridasbdc.org/reg.aspx?mode=counsel¢er=41810&subloc=0>

Optional Documents that may support your application include: Interim P&L for 2020, loan summary, and a letter of explanation for any credit issues or repayment issues.

STEP 3: TO SUBMIT THE APPLICATION Online application at: <https://floridadisasterloan.org/>

Note: Credit Report of each owner on the application will be pulled by Florida First Capital Finance Corp. after application is submitted