Express Loan Documentation Checklist

Follow the steps below to apply. Please note that applications are only considered when all documentation is gathered. If you need assistance, contact a CommunityWorks representative (contact information below).

1. Gather the following information
   - Copy of a government issued photo ID for all applicant(s)
   - If LLC/Partnership/Corporation, a copy of the Business Operating Agreement or Articles of Incorporation
   - Three Personal References
   - Loan Request Detail Form
   - Personal Financial Statement if owner is married, PFS should include the spouse
   - Personal Cash Flow
   - Business Plan, if available, or complete the Business Summary form
   - Most recent year’s Federal tax return with all household W-2s

2. Complete this brief online application.

Once steps one and two are completed a CommunityWorks loan officer will be in touch with you within 2 business days.

Applications will not be considered complete until all documents are gathered.

Contact CommunityWorks Loan Officers for assistance:

Email: loaninfo@cwcncarolina.org Phone: 864.235.6331