



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@cwcarolina.org **Phone:** 864.235.6331