



REQUIRED DOCUMENTATION

QUICKLOANS and LOANS OVER \$2,000 UP TO \$5,000

- Identification
- Application
- 3 months of bank statements (Business & Personal)
- 1 year complete tax return (Business & Personal)
- Proof of ALL sources of income (See "Sources of Income" Box)
- Proof of Business Entity (Sole Prop, Corp, LLC)
- Business Plan (If start-up)
- Lease agreement (if business is a store-front)
- Purchase agreement (if purchasing a business)
- Copies of titles of vehicles being used as collateral

Sources of Income can include:

Employment	Business Contracts
Rental Income	SSI
Child Support	Retirement
Pension	Disability
Military	Alimony
Trusts	Annuities
Commission Statements	
Other Business Income	

LOANS OVER \$5,000 UP TO \$10,000

- Identification
- Application
- 3 months of bank statements (Business & Personal)
- 2 years complete tax returns (Business & Personal)
- Most recent Profit & Loss Statement
- Most recent Balance Sheet
- Proof of ALL sources of income (See "Sources of Income" Box)
- Most recent statements for investment and/or retirement accounts (if applicable)
- Proof of Business Entity (Sole Prop, Corp, LLC)
- Business Plan (If start-up)
- Lease agreement (if business is a store-front)
- Purchase agreement (if purchasing a business)
- Copies of titles of vehicles being used as collateral

LOANS OVER \$10,000

- Identification
- Application
- 3 months of bank statements (Business & Personal)
- 2 years complete tax returns (Business & Personal)
- 2 years most recent Profit & Loss Statement
- 2 years most recent Balance Sheet
- Proof of ALL sources of income (See "Sources of Income" Box)
- Most recent statements for investment and/or retirement accounts (if applicable)
- Proof of Business Entity (Sole Prop, Corp, LLC)
- Business Plan with projections (If start-up)
- Lease agreement (if business is a store-front)
- Purchase agreement (if purchasing a business)
- Copies of titles of vehicles being used as collateral



GRIEVANCE POLICY AND PROCEDURE

ACCION San Diego is committed to providing effective service to the small business community in a fair and professional manner. If you have a complaint regarding service provided by ACCION San Diego your complaint will be appropriately addressed.

If you have concerns about the service you received from ACCION San Diego staff, you should first try and address the concern directly with that staff person. If your concerns are not resolved by the staff person, you may submit a complaint in writing or via phone to staff person's supervisor. If the matter is not resolved, you may submit your complaint directly to the Executive Director. The complaint should include your name, phone number, address, date of the incident, parties involved and a statement of complaint. The Executive Director will respond to the complaint either in person or in writing.

If you are not satisfied with the response regarding complaints by the supervisor or the Executive Director, you may request that your complaint be reviewed by the ACCION San Diego Board of Directors.