

City of Oceanside COVID-19 Business Loan Applicant Checklist



Thank you for your interest in applying for a City of Oceanside COVID-19 Business Loan to provide gap-funding until your federal loan arrives. Following is a list of actions to complete and documents you should have on hand in order to submit a complete application:

Information to have ready:

- Landlord's contact information (if you are leasing your business space)
- Credit rating if available
- Current debt payment load on your business (if applicable)
- If your business has any outstanding taxes assessed or owed, including but not limited to, corporate taxes, franchise taxes, employment taxes, real property taxes, special assessment taxes, business property taxes, use taxes, and/or any other taxes or assessments levied on the business, please have the amounts for each such tax and the current total unpaid tax liability for the business available.
- Average monthly net and gross revenue figures for your business prior to March 2020
- City of Oceanside business license number
- Federal Tax ID number

Documents in digital format to submit with application:

- Documentation that your business has applied for and been approved for an Economic Injury Disaster Loan, Paycheck Protection Program loan, or another emergency business loan related to the COVID-19 pandemic, and estimate of when funds will arrive (not including loan advance). A copy of an email or other digital correspondence is acceptable.
- 2019 Profit & Loss Statement
- Balance Sheet and Statement of Cash Flow

Actions to complete:

The City of Oceanside is partnering with the North San Diego Small Business Development Center (SBDC) on this program to assist in reviewing loan applications. All applicants will be required to register and create a "New Account" as an SBDC client.

- Go to <http://sdsbdc.ecenterdirect.com/ClientSignupFull.action?CenterID=28> to complete the registration process. If you are already an SBDC client, you do not need to re-register.
- After completing your registration, please send an email the SBDC Office Coordinator, Amy Chapman achapman@miracosta.edu, to schedule your first phone call with a business advisor.

If you have questions, please contact Michelle Geller, Economic Development Manager, at (760) 435-3351 or mgeller@oceansideca.org.