



Contact Information

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SBA 504 Loan Program Checklist

Business Information

<input type="checkbox"/> Detailed history and description of the business or business plan for start-up company
<input type="checkbox"/> Financial statements for the past 3 years
<input type="checkbox"/> Federal tax returns for the past 3 years (signed)
<input type="checkbox"/> Interim financial statements dated within 120 days
<input type="checkbox"/> Schedule of Debts for Operating Company, Borrower, and any Corporate Guarantors
<input type="checkbox"/> Refinance documents—note, collateral documents, guaranties, and 12 month payment transcript
<input type="checkbox"/> Sale and expense projections with assumptions for the next 2 years
<input type="checkbox"/> Affiliate businesses federal tax returns for the past 2 years (affiliation can be through ownership, management, etc.)

Personal Information (20% or more ownership)

<input type="checkbox"/> Federal tax returns for the past 2 years (all guarantors and must be signed)
<input type="checkbox"/> Personal financial statement dated within 60 days (all guarantors; spouse's signature required)
<input type="checkbox"/> Resume for each owner and key manager(s)
<input type="checkbox"/> SBA form 912—Statement of Personal History

Legal Entity Documents (as applicable)

<input type="checkbox"/> Corporation—bylaws and stock certificates
<input type="checkbox"/> Partnerships—agreement
<input type="checkbox"/> Limited Liability Company—operating and member control agreements
<input type="checkbox"/> Trust—trust agreement
<input type="checkbox"/> Franchise/License/Dealer/Jobber or similar agreements
<input type="checkbox"/> Other—buy/sell agreements, owner buyouts, etc.

Real Estate/Equipment Information (as applicable)

<input type="checkbox"/> Real estate purchase agreement (signed)
<input type="checkbox"/> Construction, furniture, fixtures, and equipment quotes
<input type="checkbox"/> Environmental (Questionnaire, Phase I, etc. per SBA requirements)
<input type="checkbox"/> Appraisal--required immediately for related party transaction and/or expansion of existing RE
<input type="checkbox"/> Existing leases and subleases (must provide square footage of all leases)

SBA 504 Loan Application

Operating Company

Company Name _____ dba _____

Principal _____ Title _____ % of Ownership _____

Principal _____ Title _____ % of Ownership _____

Principal _____ Title _____ % of Ownership _____

Address _____ City _____ State _____ Zip _____

Principal in Charge _____ Phone (____) _____ Fax (____) _____

Email Address _____

Federal Tax ID # _____ Date Established _____

Borrower Information (if different than Operating Company)

Borrower Name (if different than company name) _____

Principal _____ Title _____ % of Ownership _____

Principal _____ Title _____ % of Ownership _____

Principal _____ Title _____ % of Ownership _____

Address _____ City _____ State _____ Zip _____

Federal Tax ID # _____ Date Established _____

Existing Business Locations (attach separate sheet if additional space is needed)

Address _____ Square feet _____ Lease Payment _____ Replaced by new facility? _____

Address _____ Square feet _____ Lease Payment _____ Replaced by new facility? _____

Project Information

NOTE: For existing buildings, SBA requires the business to occupy 51% immediately. For new and building additions, SBA requires the business to occupy 60% immediately and 80% within 10 years.

Purchase existing building or only equipment projects:

Purchase price \$ _____

Improvements \$ _____

Debt Refinance \$ _____

Equipment \$ _____

Other \$ _____

Total \$ _____

Construction project:

Land acquisition \$ _____

Construction Costs \$ _____

Debt Refinance \$ _____

Equipment \$ _____

Other \$ _____

Total \$ _____

Address of project _____

City _____ State _____ Zip _____ County _____

Specific personal or business source of cash injection for 504 Project (i.e. stocks, savings, etc.) _____

Square footage of the new building? _____ Square footage the business will occupy? _____

Schedule of Debts for Operating Company, Borrower, and any Corporate Guarantor

List below or on separate sheet all outstanding contracts, notes, lines of credit and planned within the next year. The list should be consistent with the interim financial statements provided in this application.

Lender	Original Amount	Original Date	Present Balance	Interest Rate	Maturity Date	Monthly Payment	Collateral

Operating Company Aging of Accounts Receivable and Accounts Payable

Provide a summary of the aging of your Accounts Receivable and Accounts Payable below. **Totals must reconcile with figures on the latest balance sheet that you have provided with this loan application.**

<u>Aging</u>	<u>Accounts Receivable</u>	<u>Accounts Payable</u>
Under 30 days	\$ _____	\$ _____
30-59 days	\$ _____	\$ _____
60-89 days	\$ _____	\$ _____
90-119 days	\$ _____	\$ _____
120 days & over	\$ _____	\$ _____
Uncollectible	\$ _____	\$ _____
Totals	\$ _____	\$ _____

Employee Questionnaire

Number of full-time equivalent (FTE) employees: _____
(i.e. two 20 hour a week employees equals 1 full time equivalent)

Projected FTE employees 24 months after project completion: _____

Key employees:

Name	Title	Responsibilities	Years with company	Years in the industry

Miscellaneous Questions (relates to Operating Company, Borrower, and Affiliates)

Bankruptcy or insolvency? _____ If yes, provide explanation and court documents. Government loan loss or restructure may disqualify.

Pending or prior lawsuits? _____ If yes, provide details on a separate sheet.

Ever received an SBA loan? _____ If yes, provide the following:

Original Amount	\$ _____	Date of the Loan	_____
Loan #	_____	Status	_____
Current Balance	\$ _____	Collateral	_____

Authorization to Release Information

I/We hereby authorize the release to Southeastern Minnesota 504 Development Inc dba 504 Corporation of any information they may require at any time for any purpose related to my/our credit transactions with them.

I/We further authorize Southeastern Minnesota 504 Development Inc dba 504 Corporation to release such information to any entity they deem necessary for any purpose related to my/our credit transaction with them.

I/We hereby certify that the enclosed information, including any attachments or exhibits provided here within or at a later date, is valid and correct to the best of my/our knowledge.

Name of Operating Company _____

Signature of Principal _____

Date _____

Name of Borrower _____

Signature of Principal _____

Date _____

Name of Company: _____ % of business owned: _____

Full Address: _____
Street City State Zip

From: _____ To: _____ Title: _____

Duties: _____

Name of Company: _____ % of business owned: _____

Full Address: _____
Street City State Zip

From: _____ To: _____ Title: _____

Duties: _____

Name of Company: _____ % of business owned: _____

Full Address: _____
Street City State Zip

From: _____ To: _____ Title: _____

Duties: _____

Education

College or Technical Training

1. _____
Name and Location Dates Attended Major Degree or Certificate

Comments: _____

2. _____
Name and Location Dates Attended Major Degree or Certificate

Comments: _____

3. _____
Name and Location Dates Attended Major Degree or Certificate

Comments: _____

4. _____
Name and Location Dates Attended Major Degree or Certificate

Comments: _____

Signature: _____ Date: _____