



## SBA 504 Loan Program Checklist

### Business Information (as applicable)

<input type="checkbox"/> Business Information and Project Form (page 2 of this application)
<input type="checkbox"/> Business Description ( <b>Detailed</b> ): history, products/services, competition, project benefits, trends, market, etc.
<input type="checkbox"/> Business Plan for startups, expansions, and business restructures
<input type="checkbox"/> Federal Tax Returns in their entirety and Financial Statements for Operating Company, Borrower and Corporate Guarantors for the past 3 years
<input type="checkbox"/> Interim Financial Statements dated within 90 days for Operating Company, Borrower and Corporate Guarantors
<input type="checkbox"/> Aging of Accounts Receivable and Payable for Interim Financial Statements
<input type="checkbox"/> Schedule of Debts for Operating Company, Borrower, and Corporate Guarantors (page 3 or similar format)
<input type="checkbox"/> Monthly Cashflow Analysis for first 24 months for startups, expansion, or historic negative cashflow
<input type="checkbox"/> Sale and Expense Projections with <b>Assumptions</b> for 2 years on startups, expansion, or restructure projects
<input type="checkbox"/> Affiliate Businesses Federal Tax Returns for the past 2 years (affiliation - 51% ownership, same management, industry, etc.)
<input type="checkbox"/> Affiliate Businesses Interim Financial Statements dated within 90 days
<input type="checkbox"/> Bylaws, operating and membership agreements, stock certificates, ownership, etc. as applicable
<input type="checkbox"/> IRS EIN Letter for any New Entity

### Personal Information

<input type="checkbox"/> Guarantor and Key Management Information Form (page 4)
<input type="checkbox"/> Resume from each guarantor and key manager(s) (use owner's resume or complete page 5)
<input type="checkbox"/> Federal Tax Returns in their entirety for the past 2 years from guarantors (typically 20% or more ownership)
<input type="checkbox"/> Personal Financial Statement dated within 60 days from guarantors (spouse's signature required)

### Project Information (as applicable)

<input type="checkbox"/> Purchase Agreement (partially executed) with separate amounts for real estate, personal property, inventory, etc.
<input type="checkbox"/> Sworn Construction Statement or Construction Bid (signed)
<input type="checkbox"/> Furniture, fixtures, and equipment quotes
<input type="checkbox"/> Refinance documents—note, collateral documents, guaranties, and 12-month payment transcript

### Additional Items

<input type="checkbox"/> Appraisal on projects over \$500,000 and always on business purchases. <b>Required</b> with SBA application submission on projects that contain expansion of existing RE owned 2 years or more, seller financing, participating bank OREO property, or related party transactions. (see appraisal requirements for details)
<input type="checkbox"/> Environmental (Questionnaire, RSRA report, Phase I, etc. per SBA requirements)
<input type="checkbox"/> Franchise, Jobber, Management Company, or other Controlling Agreements
<input type="checkbox"/> Life insurance may be required from key owners. Generally, 30% to 40% of SBA loan and required at time of SBA loan closing.



# BUSINESS INFORMATION AND PROJECT FORM

## CONTACT INFORMATION:

Name of Borrower: \_\_\_\_\_

Name of Business (if different): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address of Contact Person: \_\_\_\_\_

Address of Project: \_\_\_\_\_

## BORROWER INFORMATION:

Owner Name	Title	Ownership %
1.		
2.		
3.		
4.		

## BUSINESS INFORMATION (if different than borrower):

Owner Name	Title	Ownership %
1.		
2.		
3.		
4.		

## PROJECT INFORMATION:

Purchase Real Estate \$ \_\_\_\_\_

Construction or Renovations \$ \_\_\_\_\_

Furniture, Fixtures, Equipment \$ \_\_\_\_\_

Debt Refinance \$ \_\_\_\_\_

Soft Costs (appraisal, bank closing costs,  
interim interest, etc.) \$ \_\_\_\_\_

Total Project Costs \$ \_\_\_\_\_

## ADDITIONAL INFORMATION:

1. Requested SBA Loan Term: ☐ 10 year ☐ 20 year ☐ 25 year
2. Business' current # full-time equivalent (FTE) employees \_\_\_\_\_ Projected FTE after 2 years \_\_\_\_\_
3. Business and Affiliates: # of existing part- and full-time employees including owners \_\_\_\_\_
4. If applicable, which entity will own the furniture and equipment? \_\_\_\_\_
5. Will you be leasing any real estate space to a 3<sup>rd</sup> party? \_\_\_\_\_ If so, how much sq. ft.? \_\_\_\_\_
6. Source and amount of down payment (i.e. personal or business cash, seller financing, stock sale, line of credit, etc.) \_\_\_\_\_



## GUARANTOR AND KEY MANAGEMENT INFORMATION

Legal Name: _____				
First	Middle	Last	Social Security #	
Current Home Address: _____				
Address		City	State	Zip Code
Phone		Business Phone	Email	
Date of Birth	Race	Hispanic/Latino	Male/Female	
U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No				

**If you answered yes to any of the below questions, please supply details on a separate sheet.**

Yes    No

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Are you or the applicant presently suspended, debarred, or ineligible by any Federal Agency?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Are you, any of your children, your parents, or your spouse employed by, directors of, officers of or stockholders of the participating bank, SBA, SCORE, Congress, Military (at least GS-13 grade or above) or any other Federal Agency? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Are you, any employee, attorney, agent, owner of stock, director, officer, creditor or debtor a former SBA employee who has been separated from SBA for less than one year?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Have you ever filed for any type of bankruptcy or been involved in insolvency proceedings?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Are you or the applicant involved in any pending lawsuits including divorce?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Do you have ownership in any other businesses? Provide name and ownership %.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Do you or the applicant or any of your affiliated businesses have any existing or past loans with SBA guarantees or other Federal Agencies (USDA, SBA, PPP, EIDL, B&I, etc.)?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Have you, the applicant, or any of your affiliated businesses currently delinquent or ever caused a loss to the Government from prior federal assistance?   |

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

## BUSINESS DEBT SCHEDULE

**(Consistent with Interim Balance Sheet)**

**Company Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

[illegible]

# Resume

Your Name: \_\_\_\_\_  
First Middle Maiden Last

Home Address: \_\_\_\_\_  
Street City State Zip

## Education

College, Technical, or Training Name and Location	Dates Attended From To	Major	Degree or Certificate
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Work Experience

*List Chronologically, beginning with present employment*

Company: \_\_\_\_\_ % of business owned: \_\_\_\_\_

Address: \_\_\_\_\_

From: \_\_\_\_\_ To: Present Title: \_\_\_\_\_

Duties: \_\_\_\_\_

Company: \_\_\_\_\_ % of business owned: \_\_\_\_\_

Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Title: \_\_\_\_\_

Duties: \_\_\_\_\_

Company: \_\_\_\_\_ % of business owned: \_\_\_\_\_

Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Title: \_\_\_\_\_

Duties: \_\_\_\_\_

## Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Honorable? [ ☐ ] Yes [ ☐ ] No

Job Description: \_\_\_\_\_