

Enterprise Development Corp.
SBA Loan Application Checklist

1. Loan request Form. (Attachment A)
2. History and Description of the Business. (Attachment B)
3. Itemized List Detailing the Estimated Project Cost. (Attachment C)
4. Written Cost Estimates or Quotes for any Construction, Repairs, Machinery and Equipment Purchases, Furniture & Fixture Purchases, Etc. **Purchase Contract for acquisition of another business: Breakdown the business purchase costs as to land, building, equip & business**
5. Copy of the Applicant's **Personal** Federal Tax Returns for **most recent three** years complete with all of the schedules on each person who has 20% or more ownership
6. Copy of the Federal Income **Tax Returns for the business** for the most recent three years complete with all of schedules. If the business is the business is a sole proprietorship it will be Schedule C in your personal tax returns. If the business is less than 3 years old provide income tax returns since the inception of the business. **Pertains to all your affiliated businesses as well.**
7. Current Balance Sheet and Income Statement (Profit/Loss Statement) For your **present business and all of your affiliated businesses,**
8. A current (not over 30 days old) aging accounts receivables and accounts payables for the business, reconciled with the current balance sheet
9. Projected Income Statement for next three years (Attachment D)
10. Attachment D (a) Explanations of Projections
11. Resume and Personal History Forms. (Attachment E) for each owner with 20% or more ownership.
12. A Schedule of Obligations listing all outstanding **business loans or other debt.**(Attachment F)
13. A current **Personal Financial Statement** for each proprietor, partner, officer, and each stockholder with 20% or more ownership of the business. (Attachment G)
14. Real Estate and Personal Property list for business. (Attachment H)
15. Signed Financial Packaging Agreement for Enterprise Development Corp (Attachment I)
16. Other Documents: Corporation: Articles of Incorporation & Corporate By-Laws
LLC: Articles of Organization & Organization By-Laws
Partnership: Partnership Agreement
- 17 **Proposed Lease Agreement if you are leasing the real estate property**
28. **Environmental Questionnaire completed on the real estate being purchased and the adjoining properties. Attachment J**

Attachment A
Loan Request Form

APPLICANT COMPANY

Business Name: _____

Business Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Telephone #: _____ Fax #: _____ E-Mail: _____

Type of Entity: ___ Corporation "S" or "C"
 ___ Sole Proprietorship (d/b/a)
 ___ General Partnership
 ___ Limited Partnership
 ___ LLC (# of Members): _____

Date business was established: _____ Federal Identification number _____

Current Number of Employees: _____ Jobs to be Created (Within 18 Months) _____

General Questions:

Have any of the owners, officers or the company ever been involved in bankruptcy or insolvency proceedings? ___ Yes ___ No If yes provide details.

Are any of the owners, officers, or the company involved in any pending lawsuits? ___ Yes ___ No If yes please provide details.

Have any of the owners, officers, or the company ever requested or received SBA or other government financing, including student loans? ___ Yes ___ No If yes provide agency name, date received, original amount, current balance, maturity, and status.

Have any of the owners, officers, or the company ever defaulted on a loan that caused a loss to the Federal Government? ___ Yes ___ No If yes please provide details.

Have any of the owners, officers or the company ever been charges and/or arrested for any criminal offense other than a minor motor vehicle violation or been convicted , placed on pretrial conversion, or placed on any form of probation, including adjudication withheld pending probation, for any criminal offense other than a minor violation, please provide a copy of the court records. ___ Yes ___ No

Attachment A- Continued

OWNERSHIP OF APPLICANT COMPANY

List below all owners, partners, and stockholders of the business with an ownership interest. Ownership should total 100%

Name	Social Security #	Complete Address	% Owned	Military Service Y/N	From	TO

(If additional owners, please attach on separate sheet)

AFFILIATES

List below all business concerns in which the applicant company or any of the individuals listed in the Ownership Section have ownership.

Owner Name	Affiliated Business	Complete Address	Ownership%

Attachment C- Estimated Project Costs

Estimated Project Cost:

Land Acquisition	\$ _____
New Building Construction	\$ _____
Purchase Existing Building	\$ _____
Building Improvements/Repairs	\$ _____
Purchase of Machinery/Equipment	\$ _____
Purchase of Furniture/Fixtures	\$ _____
Inventory Purchase	\$ _____
Working Capital (Includes Accounts Payable)	\$ _____
Purchase of Existing Business	\$ _____
Payoff Bank Loan (Refinance)	\$ _____
Payoff Other Debt	\$ _____
TOTAL ESTIMATED PROJECT AMOUNT	\$ _____
*LESS OWN CASH/EQUITY TO BE INJECTED	\$ _____
EQUALS LOAN REQUESTED FOR PROJECT	\$ _____

* Source of Cash or Equity Injected _____

ATTACHMENT D (a)
EXPLANATIONS OF PROJECTIONS

Sales: _____

Costs of Goods Sold: _____

Expenses:
Owners Salary: _____

Employee Wages & Salary: _____

Payroll Taxes _____

Depreciation & Amortization: _____

Insurance: _____

Advertising: _____

Dues & Subscriptions _____

Vehicle Expenses _____

Office Supplies _____

Telephone _____

Utilities _____

Rent _____

Repairs _____

Miscellaneous _____

Attachment E
Resume and Personal History

Personal:

Name _____ Years _____ Lived at address:
Address: _____
Date of Birth: _____ Place of Birth _____
Current Address: _____ City: _____ State: _____
Previous Address: _____ City: _____ State: _____
Live there from _____ to _____
Phone #: _____ Social Sec. _____

BACKGROUND QUESTIONS:

- Are you a U.S. Citizen? Yes ___ No
If no, provide Alien Registration Number. _____
- Have you ever been charged with or arrested for any criminal offense other than a misdemeanor involving a motor vehicle? (Include offenses in which have been dismissed, discharged, or nolle prosequi.) Yes No ___
If yes, please provide details. _____
- Have you ever been convicted, placed on pretrial diversion, or placed on any form of probation, including adjudication withheld pending probation, for any criminal offense other than a minor motor vehicle violation? Yes No ___
If yes, please provide details. _____
- Have you ever declared bankruptcy? Yes ___ No
If yes, please provide details. _____
- Are you presently under indictment, on parole or probation? Yes No ___
If yes, please provide details. _____

Education:

School Name: _____ Location: _____
Years Attended: _____ Major/Study: _____ Graduate: _____

School Name: _____ Location: _____
Years Attended: _____ Major/Study: _____ Graduate: _____

School Name: _____ Location: _____
Years Attended: _____ Major/Study: _____ Graduate: _____

School Name: _____ Location: _____
Years Attended: _____ Major/Study: _____ Graduate: _____

Work Experience:

(Please list 3, beginning with most current employment)

Title/Position: _____ Company Name: _____

City: _____ Date Hired to Date Job Ended: _____

List position responsibilities: _____

Title/Position: _____ Company Name: _____

City: _____ Date Hired to Date Job Ended: _____

List position responsibilities: _____

Title/Position: _____ Company Name: _____

City: _____ Date Hired to Date Job Ended: _____

List position responsibilities: _____

Organizations & Awards:

(Please list any other additional information relevant to this your application.)

Military Experience:

▪ Military Service: Yes ___ No ___
If yes, please list Branch of Military, and time served: _____

▪ Did you receive an Honorable Discharge? Yes No ف
Rank at time of Discharge: _____



PERSONAL FINANCIAL STATEMENT

U.S. SMALL BUSINESS ADMINISTRATION

As of _____, _____

Complete this form for: (1) each proprietor, or (2) each limited partner who owns 20% or more interest and each general partner, or (3) each stockholder owning 20% or more of voting stock, or (4) any person or entity providing a guaranty on the loan.

Name	Business Phone
Residence Address	Residence Phone
City, State, & Zip Code	
Business Name of Applicant/Borrower	

ASSETS	(Omit Cents)	LIABILITIES	(Omit Cents)
Cash on hand & in Banks	\$ _____	Accounts Payable	\$ _____
Savings Accounts	\$ _____	Notes Payable to Banks and Others	\$ _____
IRA or Other Retirement Account	\$ _____	(Describe in Section 2)	
Accounts & Notes Receivable	\$ _____	Installment Account (Auto)	\$ _____
Life Insurance-Cash Surrender Value Only	\$ _____	Mo. Payments \$ _____	
(Complete Section 8)		Installment Account (Other)	\$ _____
Stocks and Bonds	\$ _____	Mo. Payments \$ _____	
(Describe in Section 3)		Loan on Life Insurance	\$ _____
Real Estate	\$ _____	Mortgages on Real Estate	\$ _____
(Describe in Section 4)		(Describe in Section 4)	
Automobile-Present Value	\$ _____	Unpaid Taxes	\$ _____
Other Personal Property	\$ _____	(Describe in Section 6)	
(Describe in Section 5)		Other Liabilities	\$ _____
Other Assets	\$ _____	(Describe in Section 7)	
(Describe in Section 5)		Total Liabilities	\$ _____
Total	\$ _____	Net Worth	\$ _____
		Total	\$ _____

Section 1. Source of Income

Salary	\$ _____
Net Investment Income	\$ _____
Real Estate Income	\$ _____
Other Income (Describe below)*	\$ _____

Contingent Liabilities

As Endorser or Co-Maker	\$ _____
Legal Claims & Judgments	\$ _____
Provision for Federal Income Tax	\$ _____
Other Special Debt	\$ _____

Description of Other Income in Section 1.

*Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.

Section 2. Notes Payable to Banks and Others. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

Name and Address of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency (monthly, etc.)	How Secured or Endorsed Type of Collateral

Section 3. Stocks and Bonds. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed).

Number of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value
None					

Section 4. Real Estate Owned. (List each parcel separately. Use attachment if necessary. Each attachment must be identified as a part of this statement and signed.)

	Property A	Property B	Property C
Type of Property			
Address			
Date Purchased			
Original Cost			
Present Market Value			
Name & Address of Mortgage Holder			
Mortgage Account Number			
Mortgage Balance			
Amount of Payment per Month/Year			
Status of Mortgage			

Section 5. Other Personal Property and Other Assets. (Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment and if delinquent, describe delinquency)

Section 6. Unpaid Taxes. (Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches.)

None

Section 7. Other Liabilities. (Describe in detail.)

None

Section 8. Life Insurance Held. (Give face amount and cash surrender value of policies - name of insurance company and beneficiaries)

None

I authorize SBA/Lender to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. I understand FALSE statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General (Reference 18 U.S.C. 1001).

Signature: _____ Date: _____ Social Security Number: _____

Signature: _____ Date: _____ Social Security Number: _____

PLEASE NOTE: The estimated average burden hours for the completion of this form is 1.5 hours per response. If you have questions or comments concerning this estimate or any other aspect of this information, please contact Chief, Administrative Branch, U.S. Small Business Administration, Washington, D.C. 20416, and Clearance Officer, Paper Reduction Project (3245-0188), Office of Management and Budget, Washington, D.C. 20503. **PLEASE DO NOT SEND FORMS TO OMB.**

Attachment H- Real Estate & Personal Property of the Business

REAL ESTATE:

Please identify all real estate owned by the business below:

Type of Property	Address	Year Acquired	Original Costs	Market Value	Amount of Lien	Lien Holder

Legal Description(s) for each property: _____

PERSONAL PROPERTY:

Please list all Personal Property owned by the Business. All items must show manufacture make, model, year and serial number. Items with no serial number must clearly be identified.

Description: Manufacture, Make, Model & Serial #	Year Acquired	Original Cost	Market Value	Current Lien Balance	Name of Lien Holder

Attach an additional page if there is other equipment not included on this page.

Attachment I – Packaging Agreement

**ENTERPRISE DEVELOPMENT CORP.
910 E BROADWAY
COLUMBIA, MO 65201**

FINANCIAL PACKAGING AGREEMENT

This agreement made and entered into this ____ day of _____, 20__ by and between Enterprise Development Corporation, a Missouri Not for Profit Corporation and _____ of _____, hereafter sometimes referred to as Small Business Concern (SBC) or Applicant.

In Consideration of the mutual promises, covenants and agreements herein contained, the parties agree as follows:

A. Enterprise Development Corporation shall provide the following services to Applicant:

1. Assistance in preparation of a financial loan package for use in seeking financial assistance from the Small Business Administration (SBA) and other financial institutions under their loan programs. **Note:** No work will begin on package until Applicant has furnished all necessary authorizations and information to Enterprise Development Corporation.
2. Within their knowledge, consider all potential funding opportunities in the event the above-specified funding source is not the best vehicle for the project.
3. If an application is made, provide (4) copies of the loan package as follows: One (1) for the Applicant, one (1) for the private lending institution, one (1) to Small Business Administration, and one (1) for Enterprise Development Corporation's file.
4. Hold all information submitted by Applicant in strict confidence, except when release is authorized by Applicant.

B. Applicant shall do the following:

1. Provide to Enterprise Development Corporation any and all information necessary to prepare and process the loan authorization.
2. Authorize Enterprise Development Corporation to release or furnish relevant information to all necessary sources.

3. Authorize Enterprise Development Corporation to conduct any credit checks deemed pertinent or necessary at the discretion of _____.

C. Applicant further agrees, understands and promised as follows:

1. Upon signing of this agreement or loan package, applicant agrees to pay Enterprise Development Corporation based on the following schedule:

SBA 7(a) Loan Application Packaging Fee: \$1,750.00

2. Applicant further understands Enterprise Development Corp is not a representative of any lending institution, SBA, or any other Federal or State lending source, but is acting strictly as a packaging agent on behalf of the applicant. **It cannot and has not made any assurances regarding final approval or disapproval of any loan or loan guarantees regarding this package.**
3. Applicant agrees and warrants all information submitted to Enterprise Development Corporation shall be correct, accurate, and complete to the best of its' knowledge and belief, and further agrees that it shall indemnify and hold Enterprise Development Corporation harmless of any claim or cause of action arising because of incorrect, inaccurate, or incomplete information furnished.

IN WITNESS WHEREOF, the parties have executed this agreement the day and year first above written.

Enterprise Development Corporation

X _____

Small Business Concern (SBC)

X _____

Applicant (Small Business Concern)