**SBA 504 Loan Application Checklist**

The following items must be submitted to complete the application. Use attached forms where indicated. Sign and date all information. If documents are not applicable, mark N/A.

SBA forms

\_\_\_\_ Application for SBA 504 loan. Form attached.

\_\_\_\_ SBA Application for 504 Loan Part C. Form is attached. Please read, answer questions on the last page and sign and date. All guarantors must sign. **Please sign and date**.

\_\_\_\_ 912 Personal History Form. For all persons owning 20% or more of the borrowing company or the operating company. Must be dated within 90 days of application. Form attached. **Please sign and date**.

Financial Information

\_\_\_\_ Historical: Balance sheet, income statement and tax returns for the last two years. **Please sign and date**.

\_\_\_\_ Current: Balance sheet and income statement. Must be for the time period within 60 days of application. **Please sign and date**.

\_\_\_\_ Future: Two years annualized business projections. If the business is a start up, please also include a 12 month cash flow projection. Form attached. **Please sign and date**.

\_\_\_\_ Schedule of debts: A current list of debts owed, listing the original balance, the current balance, monthly payment, term, interest rate, collateral secured and status. Form attached. **Please sign and date**.

Personal Information

\_\_\_\_ Personal Financial Statements from each 20% or more owner. Form attached. Must be dated within 60 days of the date of application. **Please sign and date**.

\_\_\_\_ Tax Returns from each 20% of more owner for the last year. **Please sign and date**.

\_\_\_\_ Resumes from each 20% or more owner and any other key people (e.g. managers).

Other Information:

\_\_\_\_ Brief History and Description of Business. Suggested maximum length 1-2 pages.

\_\_\_\_ Cost Documentation: Copy of sales contract, bids and/or cost estimates

\_\_\_\_ Two years tax returns and current financial statements, dated within 60 days of application, for any affiliated businesses. **Please sign and date**.

\_\_\_\_ If a business is a franchise, provide a copy of the Franchise Agreement

\_\_\_\_ Appraisal on the project property, listing the bank and Enterprise Development Corporation and Small Business Administration as Designated Users

\_\_\_\_ Environmental Questionnaire, Phase I or Phase II report

\_\_\_\_ IRS Form 4506-T completed and signed by each 20% or more owner for both the borrowing and operating company, and the selling entity, if applicable. Form attached. **Please sign and date**.

\_\_\_\_ List of any previous government borrowing, including original amount, current balance and status.