

## **SBA 504 LOAN PACKAGE DOCUMENTATION CHECKLIST**

### **BORROWER PROVIDES**

#### **I. PROJECT INFORMATION**

1. Purchase Agreements or options to acquire Real Estate.
2. Appraisal on the real estate to be acquired.
3. Two written cost estimates on letterhead, signed and dated from:
  - Contractors for construction.
  - Vendors for machinery and equipment.
4. Name of participating lender.

#### **II. COMPANY/PRINCIPAL INFORMATION**

1. Brief History and Description of the Business.
2. Brief Resumes of principals.
3. Personal History Statements.
  - SBA Form 912.
4. If Franchise, submit a copy of Franchise Agreement and Franchisor's Disclosure Statement required by FTC.
5. If Corporation, submit a Resolution from Board of Directors authorizing company to borrow for this project.
  - SBA Form 160.
6. Corporation: Articles of Incorporation, Bylaws, and Minutes of Organizational Mtg.
7. If Partnership, submit a copy of Partnership Agreement.

#### **III. FINANCIAL INFORMATION**

1. Company Historical Financial Statements.
  - Last 3 fiscal years.
  - Both Profit and Loss and Balance Sheet
  - Tax Returns
2. Company Interim Financial Statements less than 90 days old. Include aging of accounts receivable and accounts payable.
3. Schedule of Notes Payable.
  - SBA Form.
4. Company Projections.
  - 2-years Projected Profit and Loss Statements with description of assumptions.
  - If start-up or below break-even a Cash Flow Statement for 12 months or 3 months beyond break-even.
5. Recent Financial Statement of affiliate or subsidiary companies, if appropriate.
6. Personal Financial Statement from each owner controlling 20% or more of the business
  - SBA Form 413.
7. Personal Tax Returns for last three years.
8. Application Deposit: \$1,000
9. IRS Form 4506 T
10. IRS Form W-9
11. Credit Report Authorization Form
12. Schedule of Previous Govt. Financing Form