



504 DEBT REFINANCE LOAN APPLICATION CHECKLIST

1. Company Name _____
2. Phone (____) _____ Fax (____) _____
3. Email Address (owner or primary contact) _____

Company Information

1. ____ Last three years corporate tax returns for business
2. ____ Last three years corporate tax returns for all affiliates (if any)
3. ____ Interim financial statements with aging of accounts receivable and payable (within 90 days)
4. ____ Schedule of existing company debt (creditor, balance, monthly payment)
5. ____ Two year projection of income and expenses (if repayment ability is based on projected income)

Owner Information (for each 20% or more owner of the operating company or real estate)

1. ____ Personal financial statement
2. ____ Personal Data Sheet (use attached form)
3. ____ Last three years personal income tax returns
4. ____ Copy of driver's license

Debt Refinance and Other Information

1. ____ Copies of current promissory note and recorded mortgage for the debt being refinanced
2. ____ Transcript or equivalent showing that the borrower has been current on all payments for the debt being refinanced for at least one year **OR** from the date the loan was issued if the original note holder is providing the financing.
3. ____ Detailed breakdown of the original project costs (include copies of original settlement statement, sworn contractor's statement, construction estimates, equipment quotes, etc.)
4. ____ Documentation of equity injection (two months of account statements for the account(s) from which the funds will be withdrawn) **if the appraised valued of the project assets is not sufficient to meet the equity requirement.**
5. ____ Articles of Incorporation/Organization along with Bylaws and/or Operating Agreement for both Operating Company and Real Estate Holding Company. If either is a partnership then provide a Partnership Agreement.
6. ____ Real estate appraisal dated within six months of the application. Small Business Growth Corporation and the U.S. Small Business Administration should be named as a recipient on the report.
7. ____ Application fee of \$1,000.00 payable to Small Business Growth Corporation