



504 LOAN APPLICATION CHECKLIST

Company Name _____

Current Address _____

Contact Name _____

Phone _____

Fax _____

Email of Owner or Primary Contact _____

Company Information

- _____ Corporate tax returns for business – last three years
- _____ Corporate tax returns for affiliates (if any) – last three years
- _____ Interim financial statements for business and affiliates (if any) (within 90 days)
- _____ Schedule of existing company debt (creditor, balance, monthly payment)
- _____ Most recent aging of accounts receivable and payable
- _____ Two year projection of income and expenses with assumptions (for start-ups, year one should include a month-by-month cash flow analysis)
- _____ Is this a Franchise? Ask Loan Officer for additional pre-application requirements
- _____ Is this a Refinance? Ask Loan Officer for additional pre-application requirements

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

- _____ Personal data sheet
- _____ Last three years personal income tax returns
- _____ Copy of Driver's License

Other Information

- _____ Detailed breakdown of project costs
(include copies of all purchase agreements, construction estimates, equipment quotes, etc.)
- _____ Documentation of equity injection
(two months of account statements for the account(s) from which the funds will be withdrawn)
- _____ Articles of Incorporation/Organization, Bylaws and/or Operating Agreement for both Operating Company and Real Estate Holding Company. If either is a partnership, then provide a Partnership Agreement as well.
- _____ Real estate appraisal and environmental reports (if available). Small Business Growth Corporation **and** the U.S. Small Business Administration should be name as a recipient on the reports.
- _____ Debt Refinance loan documentation for debt being refinanced (Note, Mortgage, UCC, Security Agreement, Title Report, Transcript (12 month payment history) – *See Refinance Checklist for more details*
- _____ Application fee of \$1,000.00 payable to Small Business Growth Corporation

Please note: Growth Corp and SBA reserve the right to request specific-to-your-project information that is not listed in this checklist if needed to make an informed decision.