

SBA 504 LOAN PROGRAM

LOAN APPLICATION AND CHECKLIST



CONTACT INFORMATION

Company Name: _____	Holding Company Name: _____
Primary Business Contact: _____	Job Title: _____
Business Phone: _____	Mobile Phone: _____
Email: _____	Website: _____
Participating Bank: _____	Banker Name: _____
Banker Phone: _____	Banker Email: _____
Accounting Firm: _____	Accountant Name: _____
Accountant Phone: _____	Accountant Email: _____
Real Estate Agency: _____	Realtor Name: _____
Realtor Phone: _____	Realtor Email: _____

BUSINESS INFORMATION

Industry of Business: _____

Business Description: _____

Years in Business: _____ Current # of Employees _____ # of New Employees in 2 Yrs: _____

Any Affiliates? Yes No If yes, please detail: _____

LIST BUSINESS OWNER(S)*	% OWNERSHIP	U.S. CITIZEN?
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Check box(es) if 51% ownership by a: Minority Woman Veteran Exporter

***A Personal Data Sheet addendum must be completed and attached for each 20% or more owner**

BUSINESS INFORMATION *CONTINUED*

Succession Plan in place? Yes No Comments, if any: _____

Is this business a franchise? Yes No If yes, name of franchise: _____

Any previous or existing Federal Government loans? Yes No If yes, please list: _____

Any crimes other than minor vehicle violation? Yes No If yes, please explain: _____

Prior bankruptcy or insolvency proceedings? Yes No If yes, please explain: _____

Others involved in any pending lawsuits? Yes No If yes, please explain: _____

PROJECT INFORMATION

Does this request involve: Real Estate Equipment Refinancing Renovations (Check all that apply)

Is this a: Relocation Expansion Start-Up

How will this project benefit your business? _____

PROPERTY INFORMATION

Project Address: _____

Description of Property: _____

Is this a Single-Purpose Property? Yes No If yes, what type: _____

Existing Building SF: _____ Project Property SF: _____ Vacant Land SF: _____

What Percent Will You Occupy? _____ % Annual Rental Income: \$ _____

Is the Project Located in a: TIF Zone Enterprise Zone Empowerment Zone

Status of Environmental Report: _____

Status of Appraisal: _____

Date of Expected Closing: _____

PROJECT COSTS

Land/Building Purchase	\$ _____	Notes: _____
Construction/Renovation	\$ _____	_____
Machinery/Equipment	\$ _____	_____
Furniture/Fixtures	\$ _____	_____
Contingency	\$ _____	_____
Soft Costs/Other	\$ _____	_____
Debt Refinance	\$ _____	_____
Total	\$ 0.00	_____

Project Name: _____

Date: _____

CHECKLIST - ITEMS TO BE INCLUDED WITH SBA 504 LOAN APPLICATION* = Forms found here: growthcorp.com/cpa-forms**ELIGIBLE PASSIVE COMPANY / REAL ESTATE HOLDING COMPANY****FOR A NEWLY FORMED ENTITY:**

Corporate documents - Articles of Incorporation, Membership/Partnership Agreement, By-Laws, etc.

FEIN/Tax ID

FOR AN EXISTING ENTITY:

Corporate documents - Articles of Incorporation, Membership/Partnership Agreement, By-Laws, etc.

Schedule of Debts*

3 Yrs Tax Returns:

 2020 tax return *or* extension *and* 12/31/20 Balance Sheet and Profit & Loss 2019 tax return 2018 tax return**OPERATING COMPANY**

Schedule of Debts*

Aging of A/R and A/P

2 years projections*

Copies of PPP and EIDL Authorization *and* PPP Forgiveness Document

Corporate documents - Articles of Incorporation, Membership/Partnership Agreement, By-Laws, etc.

3 Yrs Tax Returns:

 2020 tax return *or* extension *and* 12/31/20 Balance Sheet and Profit & Loss 2019 tax return 2018 tax return**AFFILIATE(S)****

Schedule of Debts*

Copies of PPP and EIDL Authorization *and* PPP Forgiveness Document

3 Yrs Tax Returns:

 2020 tax return *or* extension *and* 12/31/20 Balance Sheet and Profit & Loss 2019 tax return 2018 tax return**OWNER(S)**

Personal Financial Statement* (current within 90 days)

Copy of Driver's License or ID (front and back)

Personal Data Sheet* (for each 20% or more owner)

3 Yrs Tax Returns:

 2017 tax return *or* 2020 tax return (if complete) 2018 tax return 2019 tax return**IF REGULAR 504 LOAN PROGRAM****IF 504 DEBT REFINANCE** *(provide for each loan being refinanced)*

Purchase contract

Note (executed copy)

Contractor quotes for construction/renovation

Mortgage (recorded copy)

Vendor quotes/invoices for equipment/fixtures

Security Agreement, if applicable (executed copy)

Invoice for professional fees (architect/engineer)

UCC, if applicable (filed copy)

Proof of down payment/equity injection (ex: bank statement)

Modifications/Extensions, if applicable

Projects involving debt refinance plus expansion: please provide information from *both* columns.

Payment history

Payoff balance

Disbursement

Title work, if available

Appraisal necessary at time of application

OTHER

Franchise Agreement | Membership Agreement | Management Agreement, if applicable

Appraisal, if already complete (*see forms for instructions on how it needs to be addressed)

Environmental, if already complete

Bank Credit Memo

****Overview of SBA Policy on Affiliates:** SBA requires financial information on affiliates to prove the applicant meets the SBA definition of a small business owner, which is: the applicant business + affiliates must have a combined net worth of <\$15MM and after tax profits <\$5MM (last 2-yr average). Affiliates are generally defined as: An entity in which the owner of the applicant business also has ownership or control over, or is an officer, director or handles the day-to-day management.