



Small Business Growth Corporation
3540 Seven Bridges Drive, Suite 320
Woodridge IL 60517
Office: 773.880.1455
Fax: 630.839.2517

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Documentation of equity injection (two months of account statements for the account(s) from which the funds will be withdrawn) **if the appraised valued of the project assets is not sufficient to meet the equity requirement.**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



Personal Data Sheet (COMPLETE FOR ANY 20% OR MORE OWNER OR OFFICER)

SSN#

Full Name _____

Date of Birth _____ Place of Birth: _____

Residence Phone _____ Business Phone _____

Email of Owner or Primary Contact _____

Residence Address _____ (From/To) _____

Previous Address _____ (From/To) _____

- Are you employed by the U.S. Government? ☐ **Yes** ☐ **No** Agency/Position _____
- Are you a U.S. Citizen? ☐ **Yes** ☐ **No** If no, provide your Alien registration number _____
- Are you presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction? ☐ **Yes** ☐ **No**
- Have you been arrested for a criminal offense? ☐ **Yes** ☐ **No**
- For any criminal offense-other than a minor motor vehicle violation-have you ever: 1) been convicted; 2) plead guilty; 3) plead nolo contendere; 4) been placed on pretrial diversion, or 5) been placed on any form of parole or probation (including probation before judgment)? ☐ **Yes** ☐ **No**
- Has the company or any 20% or more owner been involved in a bankruptcy or insolvency proceedings? ☐ **Yes** ☐ **No**
- Is the company or any 20% or more owner involved in any pending lawsuits? ☐ **Yes** ☐ **No**
- Is the company, its affiliate(s) (if applicable) and all of its owner(s) current on taxes? ☐ **Yes** ☐ **No**

Military Service Background

Branch of Service _____ Dates of Service _____

Work Experience (List chronologically, beginning with present employment. Attach separate exhibit if necessary)

1) Company Name/Location _____

From _____ To: _____ Title: _____

Duties: _____

2) Company Name/Location _____

From _____ To: _____ Title: _____

Duties: _____

Education

College/Technical Training - Name/Location	Dates Attended	Major	Degree/Certificate

By signing below, I authorize Growth Corp to perform the necessary background checks, which includes, but is not limited to, obtaining information about me from credit reporting, government and law enforcement agencies.

Signature _____ Date _____