



## 504 LOAN APPLICATION CHECKLIST

1. Company Name \_\_\_\_\_
2. Current Address \_\_\_\_\_
3. Contact Name \_\_\_\_\_
4. Phone (      ) \_\_\_\_\_
5. 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 business in the same industry)
3. \_\_\_\_\_ Interim financial statements (within 90 days)
4. \_\_\_\_\_ Schedule of existing company debt (creditor, balance, monthly payment)
5. \_\_\_\_\_ Most recent aging of accounts receivable and payable
6. \_\_\_\_\_ Two year projection of income and expenses (if available)

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

1. \_\_\_\_\_ Personal financial statement
2. \_\_\_\_\_ Personal Data Sheet (*birthdays and social security numbers are required for all owners*)
3. \_\_\_\_\_ Last three years personal income tax returns
4. \_\_\_\_\_ Copy of driver's license

### Other Information

1. \_\_\_\_\_ Detailed breakdown of project costs on third party/contractor letterhead (include copies of all purchase agreements, construction estimates, equipment quotes, etc.)
2. \_\_\_\_\_ Bank statement or screenshot of account showing the availability of the down payment.
3. \_\_\_\_\_ 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.
4. \_\_\_\_\_ Real estate appraisal and environmental reports (if available). Small Business Growth Corporation and the U.S. Small Business Administration should be named as a recipient on the reports.