



U.S SMALL BUSINESS ADMINISTRATION
APPLICATION FOR SECTION 504 LOAN

Name of Operating Company: _____

Phone Number: _____ Fax: _____

Name of Real Estate Owners (if different): _____

Name of Contact Person(s): _____

*ADDITIONAL DOCUMENTS WILL BE CREATED BY OUR PROCESSORS FOR YOUR SIGNATURE & ADDITIONAL NEEDS LISTS MAY BE SENT TO YOU REQUESTING INFORMATION.

THE FOLLOWING ITEMS MUST BE SUBMITTED:

ITEMS SUBMITTED BY THE BORROWER:

- 1. Information Sheet - all officers, directors and 20% or more owners...
2. A history/description of the business...
3. Personal History Statement (SBA Form 912)...
4. Personal Financial Statement (SBA Form 413)...
5. Resumes for the principals...
6. A balance sheet and income statement...
7. Tax Returns for the past two years...
8. Projected income statement...
9. For new businesses, projected income statement...
10. A schedule of existing business debt...
11. A schedule of any previous government financing...

- 12. The names of affiliated (through ownership or management control) or subsidiary businesses...
13. Is this business a franchise? YES___ NO ___
14. A copy of the key cost documents...
15. If applicable, a copy of the existing or proposed lease agreement...
16. Copies of Articles of Incorporation/ Partnership Agreement/L.L.C documents...
17. Estimated Total Project Costs Worksheet.
18. Personal Tax Return for previous two years
19. Signed Assistance Agreement & Fees Disclosure Statement, \$1500.00 Good Faith Deposit.

ITEMS SUBMITTED BY THE BANK:

- Provide a copy of an independent appraisal for construction projects...
Environmental Analysis, if applicable, will be determined by the Bank/CDC...
A commitment letter from the participating lender stating terms and conditions of its participation.



PROJECT COSTS - WORKSHEET

Land Purchase	\$ _____
Land & Building Acquisition	\$ _____
Building Construction Costs	\$ _____
Site Improvements	\$ _____
Renovation	\$ _____
10% Cost Overrun Provision on Construction/ Contingency	\$ _____
Machinery, Equipment, Furnishings and Fixtures	\$ _____
Professional Fees – Appraisal, Legal, Architect, Engineer, Environmental, Etc	\$ _____
Points on Construction, Interest, Fees on Interim Loan/ Bridge Financing	\$ _____
ESTIMATED TOTAL PROJECT COSTS	\$ _____

- *Attach Bids, Earnest Money Agreement, and Vendor Quotes, where applicable.*
- *Legal Costs associated with zoning, land use, etc. can be included. Legal Costs for closing can NOT be included as eligible 504 project costs.*