

SBA 504 Loan Application

1. BACKGROUND INFORMATION

A. Company Name:		Contact Person:		
Current Address:		City:	State:	Zip:
Phone:	Fax:	Email:		
NAICS Code:	Year Company Established:	Federal ID #		
Is the business a: <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> L.L.C.				
NAME OF EACH OWNER		PERCENTAGE OWNED		
Name:		%		
Name:		%		
Name:		%		
Name:		%		
B. Borrower Name:				
Is the borrower a: <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> L.L.C.				
NAME OF EACH OWNER		PERCENTAGE OWNED		
Name:		%		
Name:		%		
Name:		%		
Name:		%		
Is this borrower a: <input type="checkbox"/> Vietnam Veteran <input type="checkbox"/> Veteran of another war				
Federal ID Number:				
C. Additional Contact Information	Organization	Contact Person	Phone	
Participating Bank:				
Bank Account (if different):				
Accountant:				
Attorney:				

1. BACKGROUND INFORMATION – Continued . . .

D. Project Information

Street Address:

Municipality:

State:

Zip:

Building Space (sq. ft.):

Land (acres or sq. ft.):

E. Information About Business Operation

1. Major Product Line Services:

2. Major Customers:

F. Indicate officer salaries and number of officers for last 3 fiscal years:

FY 20____: officer salaries were \$_____ for _____ officers

FY 20____: officer salaries were \$_____ for _____ officers

FY 20____: officer salaries were \$_____ for _____ officers

G. Corporate Officers

President:

Vice President:

Secretary:

Treasurer:

2. FINANCIAL INFORMATION

A. Project Costs and Financing			
Project Costs (round all numbers to 100's)		Project Financing (round all numbers to 100's)	
Land Acquisition:	\$		
Land Improvements:	\$	Bank or Private Loan:	\$
Purchase of Building/Land:	\$		
Rehab/New Construction:	\$	BFC Loan:	\$
Construction Contingencies (up to 10% of previous line)	\$		
Equipment:	\$	Borrower Injection: (must be at least 10% of total cost)	\$
Furniture & Fixtures:	\$		
Interest During Construction:	\$		
Professional Fees*:	\$		
Other (specify):	\$		
TOTAL PROJECT COST:	\$	TOTAL (Must equal total project cost):	\$

* Architectural fees, appraisal fees and other professional fees associated with this project may be included in this figure. Bank fees cannot be included. The BFC fees should not be included in this figure but will automatically be added to your loan amount.

B. Desired term of BFC Loan: 10 Years 20 Years

3. MISCELLANEOUS INFORMATION

A. Number presently employed by your company:	Full time:	Part Time:
B. How many NEW jobs do you expect your company to create as a result of this project? (To be eligible, this should generally be 1 full-time or 2 part-time jobs for every \$50,000 in the BFC loan above.)	Full time:	Part Time:
C. Has your company or any of its 20%-or-more owners ever had government financing? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name:	Date:	Loan #:
Original Amount \$	Current Balance \$	
D. Has the company, any related companies, or any officers of the company ever been involved in bankruptcy proceedings? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please explain below)		
E. Is the company or any officer of the company involved in any pending lawsuits? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please explain below)		

3. MISCELLANEOUS INFORMATION – Continued . . .

F. Is any principal of the company, his/her spouse, any member of their household, or anyone who owns, manages or directs the business or their spouses or member of their household, employed by the SBA, Small Business Advisory Council, SCORE, ACE or any other Federal agency? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, please explain below)</i>	
G. Are any of the business owner's assets held in trust? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, please indicate name and date of trust)</i>	
Trustee:	Beneficiary:

4. CERTIFICATION

I/We certify that the information contained on this application form as well as the material included as attachments to this document are correct to the best of my/our knowledge. I/We hereby certify that I/We have read, understand and agree to the terms and conditions of the SBA 504 Loan Program.

** Special assistance is available to ensure this program is accessible to all individuals.*

Date: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

ATTACHMENTS – Please enclose the following. Indicate if attached (X) or not applicable (NA). All financial statements and tax returns must have original signatures.

A. FINANCIAL – Please sign all tax returns, financial statements and projections:	
	Historical. Balance sheet, profit & loss statement, and company tax returns for last two years. Include accountant's opinion letter and any schedules and notes to financial statements.
	Current. If most recent year-end statement is over sixty days old, attach current balance sheet and profit & loss statements.
	Future. Profit & loss projections for next two fiscal years.
	Notes and Mortgages Payable. (Schedules 1 & 2) Schedule 1 consists of current debts owed, and any future debt anticipated over the next 12 months.
	Most recent accounts receivable and payable aging report.
B. PERSONAL – Please sign financial statement and tax returns (spouse signature required if applicable)	
	Personal Financial Statements (dated within 90 days) from each 20%-or-more owner. (Use enclosed form)
	Tax Returns from each 20%-or-more owner for the past year.
	Resume from each 20%-or-more owner and any other key people. A paragraph or two is sufficient.
	Trust agreement (if applicable)
C. OTHER	
	Bank Commitment Letter signed by bank and borrower.
	Brief History and Description of Business. Suggested maximum: 1-2 pages.
	Real Estate (include all of the following): 1.) Appraisal on subject property, 2.) Environmental assessment of subject property, 3.) copy of real estate contract, 4.) construction cost breakdown.
	\$1,000 Application Fee payable to the Business Finance Corporation.
D. POSSIBLE ATTACHMENTS	
	Does the company or any of its 20%-or-more owners own 20% or more of another company? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, enclose a list of these companies and financial statements or tax returns from 2 previous years.)</i>
	If adding or expanding a new unit (e.g., a third store), enclose P&L's by unit for the most recent year; and provide P&L projections both for the new unit and the company as a whole.