

**St. Louis County Economic Council**

Innovative Solutions for Companies and Communities

# SBA 504 LOAN APPLICATION

**1. BACKGROUND INFORMATION**

<b>A. Company Name:</b>		<b>Contact Person:</b>		
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.				
<b>NAME OF EACH OWNER</b>		<b>PERCENTAGE OWNED</b>		
Name:		%		
Name:		%		
Name:		%		
Name:		%		
<b>B. Borrower Name:</b>				
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.				
<b>NAME OF EACH OWNER</b>		<b>PERCENTAGE OWNED</b>		
Name:		%		
Name:		%		
Name:		%		
Name:		%		
Is this borrower a: <input type="checkbox"/> Vietnam Veteran <input type="checkbox"/> Veteran of another war				
Federal ID Number:				
<b>C. Additional Contact Information</b>	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:

**H. Jobs**

**Number presently employed by your company:**

Full time:

Part Time:

**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:

## 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):	\$		
<b>TOTAL PROJECT COST:</b>	\$	<b>TOTAL (Must equal total project cost):</b>	\$

\* 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

<b>A. Has your company or any of its 20%-or-more owners ever had government financing?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name:	Date:	Loan #:
Original Amount \$	Current Balance \$	
<b>B. Has the company, any related companies, or any officers of the company ever been involved in bankruptcy proceedings?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No    (If yes, please explain below)		
<b>C. Is the company or any officer of the company involved in any pending lawsuits?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No    (If yes, please explain below)		
<b>D. 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?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No    (If yes, please explain below)		

### 3. MISCELLANEOUS INFORMATION – Continued . . .

E. Are any of the business owner's assets held in trust?  Yes  No (If yes, please indicate name and date of trust)

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. See attachment C.

**Notes and Mortgages Payable.** (Schedules 1 & 2) Schedule 1 consists of current debts owed, and any future debt anticipated over the next 12 months. See attachment D.

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. See attachment B.

**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)

**SBA Form 912 – Personal History Statement** completed by each owner. See attachment A.

**Copy of each owners driver's license or passport**

#### 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?  
 Yes  No (If yes, enclose a list of these companies and financial statements or tax returns from 2 previous years.)

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.

OPERATING STATEMENT PROJECTIONS

Company Name: \_\_\_\_\_

<u>For Fiscal Year Ending</u>	_____	_____	_____
Net Sales	_____	_____	_____
Cost of Goods Sold	_____	_____	_____
Gross Profit	_____	_____	_____
Operating Expenses:	_____	_____	_____
Depreciation <sup>2</sup>	_____	_____	_____
Interest <sup>2</sup>	_____	_____	_____
Officer Salaries	_____	_____	_____
Rent <sup>2</sup>	_____	_____	_____
Salaries <sup>3</sup>	_____	_____	_____
_____ <sup>4</sup>	_____	_____	_____
_____ <sup>4</sup>	_____	_____	_____
_____ <sup>4</sup>	_____	_____	_____
Other Expenses	_____	_____	_____
Total	\$ _____	\$ _____	\$ _____
Profit before taxes	_____	_____	_____
Other income, expenses (net)	_____	_____	_____
Income tax	_____	_____	_____
Profit after tax	\$ _____	\$ _____	\$ _____

1 Use remainder of current year and next two fiscal years.

2 If a separate entity is borrowing and leasing to the company, this should be shown here as rent, not as interest or depreciation.

3 Make sure figures reflect new employment projections.

4 List next three largest categories.

Please attach any key assumptions. For instance, if sales are going to increase at a higher rate than they have historically, or if gross profit is going to increase, indicate why.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTES AND MORTGAGES PAYABLE**

For each debt owned by the business, please provide the following information:

Payable To	Original Date	Original Amount	Maturity	Present Balance as of _____	Rate of Interest	Monthly Principal	Payment Interest	Security	Current or Delinquent
<b>Total</b>									

Signature \_\_\_\_\_ Date \_\_\_\_\_