



SBA 504 Loan Application

Company Information

CDC Internal Use ONLY:

Company Name _____

Address _____ City _____ State _____ Zip _____

Principal in charge _____ Phone _____ Fax _____

Secondary contact person _____ Phone _____ Fax _____

email _____

Type of business _____ Date established _____

Number of Employees: _____ Existing _____ After this Loan (at end of 2 years)

Type of entity (check one) Proprietorship Partnership
 Corporation LLC

Company Ownership

Name _____	Title _____	% of Ownership _____
Name _____	Title _____	% of Ownership _____
Name _____	Title _____	% of Ownership _____
Name _____	Title _____	% of Ownership _____
Name _____	Title _____	% of Ownership _____

If a corporation, please indicate who is President and Secretary

Affiliate Businesses IF APPLICABLE

Name _____	Owner _____	(APPLICANT COMPANY OR INDIVIDUALS)	% of Ownership _____
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Existing Business Location(s)

Address _____	Square feet _____	Lease payment _____	Lease expiration _____
	Replaced by new facility?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Address _____	Square feet _____	Lease payment _____	Lease expiration _____
	Replaced by new facility?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

References

Bank Contact _____ Name & Phone: _____

Accountant _____ Firm name _____ Phone _____

Attorney _____ Firm name _____ Phone _____

Broker _____ Firm name _____ Phone _____

Nature of Your Business

Nature of your business _____

Type of products or services (include any catalogs or brochures) _____

Geographic market area _____

List key customers _____

List major competitors _____

Project Information

Street address of project _____

City _____ State _____ Zip _____ County _____

What is the square footage of the new building? _____ What is the square footage your company will occupy?*

***Please note – we require your company to occupy 51% of an existing building and 60% of a new building, initially.**

Escrow closing date _____ Realtor's name _____ Phone _____

If known, how will the property be vested (i.e. individually, husband and wife, partnership, LLC, corporation, trust, etc.) _____

Please provide appropriate documentation (i.e. Partnership Agreement, LLC documents, Articles of Incorporation, Trust Agreement ...)

Total Project Costs

Purchase existing building

Purchase price \$ _____

Tenant improvements \$ _____

Equipment * \$ _____

Other \$ _____

Total \$ _____

Construction project

Land Acquisition \$ _____

Construction Bid \$ _____

Architects, permits, other Soft Costs \$ _____

Equipment * \$ _____

Other \$ _____

Total \$ _____

*Please note – equipment to be financed must have a useful life of 10 years or greater.

If there are any tenants that will remain in the building, please provide the following information: *Also, please have your realtor provide copies of all existing leases.*

Tenant name	Square footage	Lease expiration	Rent amount

Personal Resumé Form

TO BE COMPLETED BY EACH PRINCIPAL OF THE OPERATING COMPANY OR REAL ESTATE HOLDING COMPANY. PLEASE MAKE COPIES AS NEEDED FOR EACH INDIVIDUAL.

Name _____
FIRST MIDDLE MAIDEN LAST

Date of birth _____ Place of birth _____ Race _____ Social Security No. _____

U.S. Citizen Yes No If not, please provide alien registration number _____

Home address _____ City _____ State _____ Zip _____

From _____ To Present _____ Home phone _____ Business phone _____

Immediate past address _____ City _____ State _____ Zip _____

From _____ To _____

Are you employed by the U.S. Government? _____ If so, give the name of the agency and position _____

Spouse's Name _____
FIRST MIDDLE MAIDEN LAST

Date of birth _____ Place of birth _____ Race _____ Social Security No. _____

U.S. Citizen Yes No If not, please provide alien registration number _____

Personal information*Be sure to answer the next three questions correctly because they are important. The fact that you have an arrest or conviction record will not necessarily disqualify you; an incorrect answer will probably cause your application to be turned down.*

Are you presently under indictment, on parole or probation? Yes No

Have you been arrested in the last 6 months for any criminal offense? Yes No

Have you ever been convicted, plead guilty, placed on pretrial diversion, or placed on any form of probation, including adjudication, withheld pending probation, for any criminal offense other than a minor motor vehicle violation? Yes No**If yes, to any of the above, furnish details in a separate exhibit. List name(s) under which held.****Miscellaneous questions**

Have you or any officer of your company ever been involved in bankruptcy or insolvency proceedings? Yes No

Are you or your business involved in any pending or prior lawsuits? Yes No *If yes, please provide details on a separate sheet.*Have you ever received an SBA loan? Yes No *If yes, please provide a copy of the SBA Loan Authorization Document and the following:*

Original Amount _____ Date of the loan _____

Current Balance _____ Status _____

Military service background

Branch _____ From _____ To _____

Rank at discharge _____ Honorable? _____

Job description _____

Work experience

List chronologically, beginning with present employment. A resume may be attached in lieu of completing this section.

Name of company _____ % of business owned _____
Full address _____ City _____ State _____ Zip _____
From _____ To _____ Title _____ Duties _____

Name of company _____ % of business owned _____
Full address _____ City _____ State _____ Zip _____
From _____ To _____ Title _____ Duties _____

Name of company _____ % of business owned _____
Full address _____ City _____ State _____ Zip _____
From _____ To _____ Title _____ Duties _____

Education (College or Technical Training)

Name and Location	Dates Attended	Major	Degree or Certificate
1. _____ Comments _____	_____	_____	_____
2. _____ Comments _____	_____	_____	_____
3. _____ Comments _____	_____	_____	_____

Credit Report Authorization

I declare that the information provided in this application is true and correct. I hereby authorize the release of any and all credit report and other information required in the processing of my loan application and as required in the servicing and/or during the term of my loan. I further authorize Business Expansion Funding Corporation (BEFCOR) to release such information to any entity as required in the processing of my loan application.

I/We hereby certify that the enclosed information, including any attachments or exhibits provided here within or at a later date, is valid and correct to the best of my/our knowledge.

Signature _____ Date _____

**If spouse has ownership or management responsibilities of the operating company or real estate holding company, spouse's signature is required.*

PLEASE LIST ALL EXISTING BUSINESS DEBTS

Co. Name

DEBT SCHEDULE

Date: _____

CREDITOR NAME/ADDRESS	ORIGINAL AMOUNT	ORIG. DATE	PRESENT BALANCE	INT. RATE	MATURITY DATE	MONTHLY PAYMENT	SECURITY	CURRENT OR DELINQUENT
TOTAL PRESENT BALANCE **				TOTAL MONTHLY PAYMENT				

*Should be the same date as current financial statement

**Total must agree with balance shown on current financial statement.

SIGNATURE: _____ **TITLE:** _____

DATE: _____



BEFCOR SBA 504 Loan Application Checklist

1. Business Information

<input type="checkbox"/> Federal Tax Returns for last 3 years (full copies, signed and dated)
<input type="checkbox"/> Projected Profit & Loss for 2 years (required for start-ups and expansions)
<input type="checkbox"/> Year-to-Date Financial Statements (current to within 90 days signed and dated)
<input type="checkbox"/> Accounts Receivable/Accounts Payable Agings Reports (if applicable) Current within 90 days. Must have same date as Year-to-Date information
<input type="checkbox"/> Month by Month cash flow projections with assumptions (for start-ups only)
<input type="checkbox"/> Schedule of Business Debt
<input type="checkbox"/> Affiliate Information (3 years of Tax Returns)
<input type="checkbox"/> Business Plan (start-ups only)
<input type="checkbox"/> Franchise Information (Application, Disclosure - if applicable)
<input type="checkbox"/> BEFCOR/SBA Application. Must be signed and dated.

2. Personal Information

<input type="checkbox"/> Personal Tax Returns for last 3 years (must be signed)
<input type="checkbox"/> Personal Financial Statement (SBA Form 413)
<input type="checkbox"/> Personal History Statement (SBA Form 912)

3. Real Estate Information

<input type="checkbox"/> Offer to Purchase or Settlement Statement (signed by all parties)
<input type="checkbox"/> Construction cost budget and/or equipment invoices
<input type="checkbox"/> Existing Environmental studies

4. Legal Entity Documents (as applicable)

<input type="checkbox"/> Corporation - Articles of Incorporation and Bylaws
<input type="checkbox"/> Partnerships - Partnership Agreement and State Registration, if any
<input type="checkbox"/> Limited Liability Company - Articles of Organization and Operating Agreement
<input type="checkbox"/> Trust - Trust Agreement with all exhibits