



504 Loan Application Checklist

X	Item Description
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Business Information

	A history and description of the business (form included in application packet)
	Business financial statements for the last 3 years for both the operating company and the real estate holding company, if applicable
	Interim financial statement (balance sheet and income statement) dated within the last 90 days for both the operating company and the real estate holding company, if applicable
	An aging of accounts receivable and aging of accounts payable for the operating company – this should match the interim financial statement above
	For a new business (less than 2 years of operations) a monthly cash flow analysis for the first 12 months of operation or for 3 months beyond the break-even point (whichever is longer) together with a description of assumptions
	Business debt schedule for both the operating company and the real estate holding company, if applicable (form included in application packet)
	Federal tax returns for the last 3 years for both the operating company and the real estate holding company, if applicable
	Articles of Incorporation and By-Laws (if Corporation)
	Articles of Organization and Operating Agreement (if LLC)
	Partnership Agreement (if Partnership)
	Trust Documents (if any of the principals have a trust)
	Franchise Agreement, if applicable
	The names of affiliated businesses as well as the last two years' tax returns or the last two fiscal year-end financial statements for each of these firms, if applicable – affiliated business include any firms where any of the principals have some ownership or management control

Personal Information for each principal and any key management individuals

	Personal tax returns for the last 3 years
	Personal resume (form included in application packet)
	Statement of Personal History (form included in application packet) along with a copy of your driver's license. This is required for each officer and director (regardless of ownership) and each proprietor, partner and stockholder with 20% or more ownership.
	Personal Financial Statement (form included in application packet) – If married, SBA requires spouse's information & signature be included. This does not commit the spouse to be a guarantor on the loan.)

Real Estate Information

	Real estate purchase agreement or settlement statement
	Construction cost budget and/or equipment invoices
	Existing environmental studies