



## SBA 504 Loan Application

### Company Information

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

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Principal Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Secondary Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
(IN HOUSE CONTROLLER OR BOOKEEPER)

Type of Business \_\_\_\_\_ Date Established \_\_\_\_\_ Are spouses active in the business? \_\_\_\_\_

Type of Entity: \_\_\_\_\_ Proprietorship \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_ LLC Employer Tax ID: \_\_\_\_\_

Number of Current Employees \_\_\_\_\_ Estimated Number of New Employees within the next two years as a result of this loan \_\_\_\_\_

Do you have a bank reviewing this request? \_\_\_\_\_ Lender Contact Information \_\_\_\_\_

### Company Ownership – Must account for 100% ownership. Use attachment if necessary.

Operating Company Name \_\_\_\_\_ Tax ID \_\_\_\_\_

Name \_\_\_\_\_ SSN \_\_\_\_\_ % Ownership \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_ SSN \_\_\_\_\_ % Ownership \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_ SSN \_\_\_\_\_ % Ownership \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_ SSN \_\_\_\_\_ % Ownership \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Real Estate Holding Company (If real estate will be held in separate company) Must account for 100% ownership. Use attachment if necessary.

Real Estate Holding Company Name \_\_\_\_\_ Tax ID \_\_\_\_\_

Type of Entity: \_\_\_\_\_ Proprietorship \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_ LLC Employer Tax ID: \_\_\_\_\_

Name \_\_\_\_\_ SSN \_\_\_\_\_ % Ownership \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_ SSN \_\_\_\_\_ % Ownership \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_ SSN \_\_\_\_\_ % Ownership \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_ SSN \_\_\_\_\_ % Ownership \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Affiliated Businesses (List any other business owned by any principal with 20% or more ownership in operating company)**

Affiliate Name: \_\_\_\_\_ Tax ID # \_\_\_\_\_

Individual Name: \_\_\_\_\_ Title: \_\_\_\_\_ % of Ownership \_\_\_\_\_

Affiliate Name: \_\_\_\_\_ Tax ID # \_\_\_\_\_

Individual Name: \_\_\_\_\_ Title: \_\_\_\_\_ % of Ownership \_\_\_\_\_

Affiliate Name: \_\_\_\_\_ Tax ID # \_\_\_\_\_

Individual Name: \_\_\_\_\_ Title: \_\_\_\_\_ % of Ownership \_\_\_\_\_

Affiliate Name: \_\_\_\_\_ Tax ID # \_\_\_\_\_

Individual Name: \_\_\_\_\_ Title: \_\_\_\_\_ % of Ownership \_\_\_\_\_

**Prior SBA or Other Government Debt for Borrower; Operating Company and/or Guarantors**

Name of Agency	Name of Borrower	Original Amount	Present Balance	Interest Rate	Maturity Date	Monthly Payment	Current?

**New Project Information**

Street Address of Project \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

What is the square footage if the building? \_\_\_\_\_ What is the square footage your company will occupy? \_\_\_\_\_  
 \*Please note: SBA requires your company to occupy 51% of an existing building and 60% of a newly constructed building (additional 20% in 3 years).

If there are existing tenants remaining in the building, please provide a copy of the lease agreement as well as the following information.  
 \*Note: Tenant rent can be used in repayment calculations if the lease has been in existence for at least 2 years.

Tenant Name	Square Footage	Lease Expiration	Rent Amount

**Project Cost**

Land .....	\$ _____	Furniture and Fixtures.....	\$ _____
Existing Land & Building.....	\$ _____	Refinance Debt .....	\$ _____
Condo.....	\$ _____	Contingency .....	\$ _____
New Construction / Expansion / Remodel \$	_____	Other Professional Fees .....	\$ _____
Machinery & Equipment**.....	\$ _____	Closing Cost / Other.....	\$ _____
		<b>TOTAL PROJECT COST.....</b>	<b>\$ _____</b>

**\*\*Equipment to be financed must have a useful life of 10 years or greater.**

How much of the total project cost are you contributing? \_\_\_\_\_

What is the source of your down payment? \_\_\_\_\_

## Misc. Questions

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

If yes, please provide details: \_\_\_\_\_

Are you or any officers of your company involved in any pending or prior lawsuits?  Yes  No

If yes, please provide details: \_\_\_\_\_

Do you buy from, sell to, or use the services of any concern in which someone in your company has a significant financial interest?  Yes  No

If yes, please provide details: \_\_\_\_\_

Are you (personal or corporate) current on payroll, property, sales and income taxes?  Yes  No

If no, please provide details: \_\_\_\_\_

Does your business do any exporting?  Yes  No

If no, would you like to know more about exporting?  Yes  No

## Personal Questions

Are you a U.S. Citizen?  Yes  No

If no, please provide a copy of your Alien Registration or Visa Card

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

If yes, please provide details: \_\_\_\_\_

Have you ever been charged with or arrested for any criminal offenses other than a minor motor vehicle violation?  Yes  No

If yes, please provide details: \_\_\_\_\_

Have you ever been convicted of any criminal offenses other than a minor motor vehicle violation?  Yes  No

If yes, please provide details: \_\_\_\_\_

Please indicate Gender?  Male  Female

With which race do you more closely identify? Choose only one (optional)

African American  Native American  Eskimo or Aleut  Asian or Pacific Islander

White  Hispanic  Other

## Authorization to Release Information

I/ We hereby authorize the release to SETEDF of any information they may require at any time for any purpose related to my/our credit transaction with them. I/We further authorize SETEDF to release such information to any entity that they deem necessary for any purpose related to my/our credit transaction with them.

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

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## Checklist

### Business Information

- Business Financial Statements for past 3 years
- Interim Financial Statement within last 60 days
- Federal Tax Returns for past 3 years
- Projections [\(Download\)](#)
- Debt Schedule [\(Download\)](#)
- EIN Number / W9 Form [\(Download\)](#)
- 4506 T [\(Download\)](#)
- Resume of Key Officers/Management

### Personal Information

- Personal tax return for past 3 years
- Personal Financial Statement [\(Download\)](#)
- Debt Schedule [\(Download\)](#)
- Personal History Statement [\(Download\)](#)
- Personal Cash Flow Statement [\(Download\)](#)
- 4506 T [\(Download\)](#)
- Personal Resume
- Alien Status Release [\(Download\)](#)

### Legal Entity Documents (as applicable)

- Proprietorship** - Assumed name certificate (filing and proof of publication with county recorder's stamp)
- Corporation** - Articles of Formation, Corporate Bylaws
- Partnerships** - Partnership agreement (with all exhibits) and Certification of Filing
- Limited Liability Company** - Articles of Formation and Operating Agreement
- Trust** - Trust Agreement with all exhibits

### Real Estate Information

- Purchase Agreement
- Construction cost/bids
- Environmental Studies - if existing