



SBA 504 Loan Application Checklist

Please provide the following documents to complete the 504 Loan Application. All documents must be signed and dated. Please mark N/A if not applicable.

Personal Information

- 1. SBA Form 912: Personal History Statement for each principal owning 20% or more of the borrowing and operating company.
- 2. SBA Form 413: Personal Financial Statement for each principal owning 20% or more of the borrowing and operating company. If married, each spouse must sign this form.
- 3. Complete Personal Tax Returns for the past 3 years for each principal owning 20% or more of the borrowing and operating company.
- 4. Resume for each principal and key management.

Business Information

- 5. Completed SBA 504 Loan Application.
- 6. SBA Form 1244 (Part C). All owners and guarantors must sign and date.
- 7. History of the business or business plan if the business is a start-up.
- 8. Complete Business Tax Returns for the past 3 years for the borrowing and operating company.
- 9. Current balance sheet and income statement dated within 90 days for the borrowing and/or operating company together with an aging of the accounts receivable and accounts payable.
- 10. Two years of profit and loss projections with assumptions. For a new business the first year must include a monthly cashflow analysis.
- 11. A schedule of existing business debt for the borrowing and operating company.
- 12. Notice of any previous government financing.
- 13. Franchise information.
- 14. Copies of project cost documents such as real estate purchase agreements, construction bids and equipment quotes.
- 15. Complete Business Tax Returns for the past 2 years for any affiliate business in which a principal(s) own a controlling interest.

Bank Information

- 16. Bank Commitment Letter

< < < < < < < **Please sign and date all exhibits.** > > > > > > >

A deposit is required prior to submitting the application to the SBA. Please make a check payable to Wakarusa Valley Development in the amount of 1% of the SBA portion of the loan or \$2,500, whichever is less. The deposit will be returned if the loan is not approved and it is refunded when the debenture sells on approved loans.