



SBA 7A/504 LOAN APPLICATION CHECKLIST

Company Name _____

Address _____

Company Contact Person _____

Phone (_____) _____ e-mail address _____

Type of business _____

Do you export products you make _____

Number of employees currently _____. Number to be added in the next two years _____.

Who are the owners of the business and their % of ownership _____

Have you had previous government guaranteed loans _____

Do you own or desire to acquire a franchised business _____

What is the purpose of the loan _____

Depending upon the nature of your business and the loan request you have in mind, you may be asked for copies of the following documents:

1. ____ *Last three years company federal tax returns for applicant business*
2. ____ If you own other businesses we will need the name of the business and your ownership % .The last three years corporate tax returns for the business and year-end financial statements or for those years in business if less than three years.
3. ____ *Recent interim financial statements*
4. ____ Schedule of existing company debt (with name of lender, balances and monthly payments)
5. ____ *Most recent aging of accounts receivable and accounts payable*
6. ____ Two years projection of income and expenses
7. ____ *Personal financial statement of each principal*
8. ____ Last 2 years of personal federal tax returns
9. ____ *Detailed breakdown of project costs (include copies of all purchase agreements, construction estimates, and any related project costs)*
10. ____ Copies of Drivers' Licenses, all 20% owners
11. ____ *Copies of Business Licenses, Franchise Agreement and Corporate/Partnership articles and agreements.*