

SBA 504 LOAN PROGRAM CHECKLIST

- _____ 1. **Loan Application Agreement:**
 - A. 504 Loan Application Agreement
 - B. U. S. Small Business Administration Application for Section 502/504 Loan
- _____ 2. **\$2,500 Good Faith Deposit**
- _____ 3. **Statement of Personal History (Form 912) and copy of Driver's License**
- _____ 4. **Personal Financial Statement (Form 413). Owners of 20% or more of the operating company. Can use current bank PFS.**
- _____ 5. **Last year's personal tax return on owners of 20% or more of borrowers or operating company**
- _____ 6. **Historical Financial Statements (Previous 3 years)**
- _____ 7. **Current Financial Statements (within 60 days)**
- _____ 8. **Business Tax Returns (Previous 2 years)**
- _____ 9. **Request for Copy or Transcript of Tax form (SBA Form 4506)**
- _____ 10. **Projected Income Statement and Balance Sheet (2 years)**
- _____ 11. **Debt Schedule: Listing of all existing debts of operating company**
- _____ 12. **Two Years of Historic Income Statements on Affiliates or Subsidiaries (if applicable).**
- _____ 13. **Written Purchase Price Quotation for Equipment or Real Estate.**
- _____ 14. **Written Cost Estimates for Construction.**
- _____ 15. **Appraisal of Real Estate.**
- _____ 16. **Environmental Review or Phase 1 Inspection Report.**
- _____ 17. **Copy of Existing or Draft of Proposed Lease at closing**
- _____ 18. **Board Resolution (Form 160).**
- _____ 19. **Bank/Senior Lender Commitment Letter**