

504 Loan Application Checklist

Please Provide the Items Marked with and "X"

Business Information

- _____ 504 Application Form
- _____ Business financial statement for the last two years for both the operating company and the holding company, if applicable (initialed and dated)
- _____ Interim financial statement dated within the last 60 days for both the operating company and the holding company, if applicable (initialed and dated)
- _____ Projected Income statement for two years after the loan
- _____ For a new business (less than two years in existence) a monthly cash-flow analysis for the first 12 months of operating or for three months beyond the bread-even point (whichever is longer) together with a description of assumptions
- _____ Business debt schedule for both the operating company and the holding company, if applicable
- _____ Federal tax returns for the last two years for both the operating and holding company, if applicable (initialed and dated)
- _____ Articles of Incorporation and By-Laws (if corporation)
- _____ Articles of Organization and Operating Agreement (if LLC)
- _____ Partnership Agreement (if partnership)
- _____ Franchise Agreement, if applicable
- _____ The names of affiliated (through ownership or management control) business as well as the last two fiscal year-end financial statements for each of these firms, if applicable

Personal Information *for each owner of 20% or greater*

- _____ Personal tax returns for the last two years (initialed and dated)
- _____ Statement of Personal History
- _____ Resume
- _____ Personal Financial Statement

Real Estate Information

- _____ Real Estate Purchase Agreement or settlement sheet
- _____ Construction cost budget and /or equipment invoices
- _____ Existing environmental studies