



SBA 504 LOAN PACKAGE DOCUMENTATION CHECKLIST

BORROWER PROVIDES

1 PROJECT INFORMATION

- Purchase Agreements** or options to acquire Real Estate
- Quotes:**
 - Contractors for construction
 - Vendors for machinery and equipment
- Appraisal** on the real estate to be acquired
- Name of participating lender

2 COMPANY/PRINCIPAL INFORMATION

- Brief **History and Description of the Business**
- Brief **Resumes** of principals
- Personal History Statements**
 - SBA Form 1244
 - Borrower Demographic Form
- Personal Discretionary Income Form**
- If Franchise, submit a copy of **Franchise Agreement** and **Franchisor's Disclosure Statement** required by FTC
- Corporate Documents** (Articles of Incorporation, Bylaws, Minutes, Partnership Agreement, etc.)

3 FINANCIAL INFORMATION

- Company **Historical Financial Statements**
 - Both Profit and Loss and Balance Sheet for the last 3 fiscal years
 - Tax Returns for the last 3 fiscal years
- Company **Interim Financial Statements** less than 90 days old. Include aging of accounts receivable and accounts payable
- Schedule of Notes Payable**
- Company Projections**
 - 2-years Projected Profit and Loss Statements with description of assumptions
- Tax Returns for last two years of **Affiliate or Subsidiary Companies**, if appropriate
- Personal Financial Statement** from each owner controlling 20% or more of the business
 - SBA Form 413
- Personal Tax Returns for last three years
- IRS Form W-9**
- IRS Tax Transcripts for Businesses and Principals**
- Credit Report Authorization Form**
- Schedule of Previous Government Financing Form**

