

Project Information

Street Address of Project _____
City _____ ST _____ Zip _____ County _____
What is the square footage of the new building? _____ What is the square footage your company will occupy? * _____
If known, how will the property be vested (i.e. individually, partnership, LLC, corporation, trust...) _____

Total Project Costs

Purchase existing building or Equipment ONLY Construction Project

Purchase price.....	\$ _____	Land acquisition	\$ _____	Payoff Bank loan	\$ _____
Tenant improvements	\$ _____	Construction bid	\$ _____	Other Debt Payment	\$ _____
Equipment*	\$ _____	Architects, permits, other soft costs	\$ _____	Inventory Purchase	\$ _____
Other	\$ _____	Equipment*	\$ _____	Working Capital	\$ _____
	Total (A) \$ _____	Other	\$ _____	Acquisition of Existing Businesses	\$ _____
			Total (B) \$ _____	All Other	\$ _____
				Total (C) \$ _____	

* Please note—equipment to be financed must have a useful life of 10 years of greater.

Total (A+B+C)\$ _____

Employee Questionnaire

Number of current employees _____ Number of employees if loan is approved _____

Miscellaneous Questions

PLEASE ANSWER THE FOLLOWING QUESTIONS, AND PROVIDE THE APPROPRIATE INFORMATION IF APPLICABLE

Do you have any co-signers and/or guarantors for this loan? If so, please submit their names, addresses and personal balance sheets. If not applicable, check here _____

A schedule of any previous government financing by any principals or affiliates. (including VA loans, students loans, USDA and/or SBA loans)

Name of Agency _____ Original Amount _____

Date of Request _____ Approved _____ Declined _____

Outstanding Balance _____ Status _____

If not applicable, check here _____

Have you or any officers of your company ever been involved in bankruptcy or insolvency proceedings? If so, please provide details. If not applicable, check here _____

Are you or your business involved in any pending lawsuits? If yes, provide details. If not applicable, check here _____

Application Checklist:

Business Information

- Interim financial statement (P&L and balance sheet) dated within the last 45 days
- Business debt schedule (form attached)
- Federal tax returns for the last three (3) years
- Articles of incorporation and By-Laws (if corporation)
 - President of the corporation is:
 - Secretary of the corporation is:
- Articles of the Organization & Operating Agreement (if LLC)
- Business Plan: if applicable
- Partnership Agreement (if partnership)

Personal Information (for each owner of 20% or greater)

- Personal tax returns for the last three (3) years
- Personal resume (form attached or a print out from yours)
- Personal financial statement (form attached or use bank's form)

Real estate information

- Real Estate Purchase Agreement or settlement sheet
- Construction cost quotes and equipment quotes
- Existing environmental studies
- Existing appraisal for subject property

Personal Resume Form

Name _____
FIRST MIDDLE MAIDEN LAST

Date of Birth* _____ Place of birth _____ Race* _____ Social Security No. _____

U.S. Citizen—if not, please provide alien registration number _____.

Home address _____ City _____ ST _____ Zip _____

From _____ To _____ Home Phone _____ Business Phone _____

Immediate past address _____ City _____ ST _____ Zip _____

From _____ To _____

Are you employed by the U.S. Government? _____ If so, give the name of the agency and position _____

Spouse's name _____
FIRST MIDDLE MAIDEN LAST

Date of Birth _____ Place of birth _____ Race _____ Social Security No. _____

Personal Information

Be sure to answer the next three questions correctly because they are important. The fact that you have an arrest or conviction record will not necessarily disqualify you; an incorrect answer will probably cause your application to be turned down.

Are you presently under indictment, on parole or probation? Yes No

Have you ever been charged with or arrested for any criminal offense other than a minor vehicle violation? Include offenses which have been dismissed, discharged, or noile prosequi. (All arrests and charges must be disclosed and explained on an attached sheet) Yes No

Have you ever been convicted, placed on pretrial diversions, or placed on any form of probation, including adjudication withheld pending probation for any criminal offense other than a minor motor vehicle violation? Yes No

If yes to any of the above, furnish details in a separate exhibit. List name(s) under which held.

Military service background

Branch _____ From _____ To _____

Rank at discharge _____ Honorable? _____

Job Description _____

*Important Information about identification procedures when obtaining a 504 Loan

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all Certified Development Companies to obtain, verify and record information that identifies each person who applies for a 504 Loan.

What this means for you: When you apply for a 504 Loan, we will ask for your name, address, date of birth and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.



PERSONAL FINANCIAL STATEMENT

U.S. SMALL BUSINESS ADMINISTRATION

As of _____, _____

Complete this form for: (1) each proprietor, or (2) each limited partner who owns 20% or more interest and each general partner, or (3) each stockholder owning 20% or more of voting stock, or (4) any person or entity providing a guaranty on the loan.

Name _____ Business Phone _____

Residence Address _____ Residence Phone _____

City, State, & Zip Code _____

Business Name of Applicant/Borrower _____

ASSETS		(Omit Cents)	LIABILITIES		(Omit Cents)
Cash on hand & in Banks	\$	_____	Accounts Payable	\$	_____
Savings Accounts	\$	_____	Notes Payable to Banks and Others	\$	_____
IRA or Other Retirement Account	\$	_____	(Describe in Section 2)		
Accounts & Notes Receivable	\$	_____	Installment Account (Auto)	\$	_____
Life Insurance-Cash Surrender Value Only	\$	_____	Mo. Payments \$ _____		
(Complete Section 8)			Installment Account (Other)	\$	_____
Stocks and Bonds	\$	_____	Mo. Payments \$ _____		
(Describe in Section 3)			Loan on Life Insurance	\$	_____
Real Estate	\$	_____	Mortgages on Real Estate	\$	_____
(Describe in Section 4)			(Describe in Section 4)		
Automobile-Present Value	\$	_____	Unpaid Taxes	\$	_____
Other Personal Property	\$	_____	(Describe in Section 6)		
(Describe in Section 5)			Other Liabilities	\$	_____
Other Assets	\$	_____	(Describe in Section 7)		
(Describe in Section 5)			Total Liabilities	\$	_____
Total	\$	_____	Net Worth	\$	_____
			Total	\$	_____

Section 1. Source of Income	Contingent Liabilities
Salary	As Endorser or Co-Maker
Net Investment Income	Legal Claims & Judgments
Real Estate Income	Provision for Federal Income Tax
Other Income (Describe below)*	Other Special Debt

Description of Other Income in Section 1.

*Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.

Section 2. Notes Payable to Banks and Others. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

Name and Address of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency (monthly, etc.)	How Secured or Endorsed Type of Collateral

Section 3. Stocks and Bonds. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed).

Number of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value

Section 4. Real Estate Owned. (List each parcel separately. Use attachment if necessary. Each attachment must be identified as a part of this statement and signed.)

	Property A	Property B	Property C
Type of Property			
Address			
Date Purchased			
Original Cost			
Present Market Value			
Name & Address of Mortgage Holder			
Mortgage Account Number			
Mortgage Balance			
Amount of Payment per Month/Year			
Status of Mortgage			

Section 5. Other Personal Property and Other Assets. (Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment and if delinquent, describe delinquency)

Section 6. Unpaid Taxes. (Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches.)

Section 7. Other Liabilities. (Describe in detail.)

Section 8. Life Insurance Held. (Give face amount and cash surrender value of policies - name of insurance company and beneficiaries)

I authorize SBA/Lender to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. I understand FALSE statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General (Reference 18 U.S.C. 1001).

Signature: _____ Date: _____ Social Security Number: _____

Signature: _____ Date: _____ Social Security Number: _____

PLEASE NOTE: The estimated average burden hours for the completion of this form is 1.5 hours per response. If you have questions or comments concerning this estimate or any other aspect of this information, please contact Chief, Administrative Branch, U.S. Small Business Administration, Washington, D.C. 20416, and Clearance Officer, Paper Reduction Project (3245-0188), Office of Management and Budget, Washington, D.C. 20503. **PLEASE DO NOT SEND FORMS TO OMB.**



SMALL BUSINESS
ASSISTANCE
CORPORATION

AUTHORIZATION TO RELEASE INFORMATION

This is to certify that I, _____ as an applicant for a loan with the Small Business Assistance Corporation, do hereby authorize release of any and all information to the Small Business Assistance Corporation from whomever they deem it necessary to make it a request. Such information will include, but will not be limited to: credit history, criminal history records, military records, former employer records and education records or transcripts. I also release all persons from any liability, which results from furnishing said information to the Small Business Assistance Corporation. Further, I authorize the Small Business Assistance Corporation to copy or otherwise reproduce this original document and to let such copied or otherwise reproduced copy, act as the original instrument. The original document is to be retained on file with the Small Business Assistance Corporation for no less than two years.

I assure you that all the information furnished in this application is complete and correct. You may verify any of this information. I understand that from time to time, you may receive information from others and you will answer questions and requests from other seeking credit experience information about accounts. I understand I may apply for credit in my name alone without my spouse or any other person, regardless of my sex or marital status.

Name of applicant(s) _____

Signature of applicant(s) _____ Date _____

Name of applicant(s) _____

Signature of applicant(s) _____ Date _____