



The following items must be submitted to complete the application. Use attached forms where indicated. Sign and date all information. If documents are not applicable, note N/A over the checkbox.

1. _____ U.S. Small Business Administration Application for 504 Loan . Form is attached. Please read, answer questions, and execute. All owners and guarantors must sign and date. **PLEASE SIGN AND DATE.**
 2. _____ SBA Form 912 Personal History Statement. For all persons owning 20% or more of the business. Form attached. **PLEASE SIGN AND DATE.**
 3. _____ Personal Financial Statement. For all persons owning 20% or more of the borrowing company or the operating company. Form attached. Must be dated within 90 days. **PLEASE SIGN AND DATE.**
 4. _____ Personal Tax Returns for the past 3 years for every individual providing personal financial statements.
 5. _____ Resume on owners and management.
 6. _____ Current financial statement (not over 60 days old). Include balance sheet and profit and loss for both operating and borrowing company. Also must include aging of accounts receivable and payable for the same date as the current financial statement. **PLEASE SIGN AND DATE.**
 7. _____ Two years past tax returns for the operating company and borrowing company.
 8. _____ Two years projected Profit and Loss Statement, including narrative of how the projections were determined. **PLEASE SIGN AND DATE.**
 9. _____ A month-by-month cash flow for next 12 months corresponding with above projections. Required for new businesses only. **PLEASE SIGN AND DATE.**
 10. _____ List of existing business debts for the borrowing company and the operating company. Form attached. **PLEASE SIGN AND DATE.**
 11. _____ Notice of any previous government financing . Form attached. **PLEASE SIGN AND DATE.**
 12. _____ Financial information, including the last two years, and a current statement on any business of which the borrowers own more than 20%. This must be provided if applicable. **PLEASE SIGN AND DATE.**
 13. _____ Franchise information, including the last two years, and a current statement on any business of which the borrowers own more than 20%. This must be provided if applicable. **PLEASE SIGN AND DATE.**
 14. _____ Project Cost Documentation. Purchase agreement, settlement sheet, contractors bid on construction and list of equipment to be purchased and cost. **PLEASE SIGN AND DATE.**
 15. _____ Bank Commitment letter. Sample attached. **PLEASE SIGN AND DATE.**
 16. _____ IRS Transcript Form will be provided.
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