

SBA 504 Loan Application Checklist



- 1. **South Dakota Development Corp. loan Application** - complete all 8 pages, signed & dated.
- 2. **Cost documentation** - Purchase Agreement w/ all amendments, Itemized Construction & Equipment bids on vendor letterhead, must equal amount requested on application.
- 3. For **refinanced debt**, must provide original note, mortgage, settlement statement, and statement of 2 years payment history.
- 4. For each **INDIVIDUAL** with 20% or more ownership in the borrowing and/or operating companies:
 - a. **Authorization to Release Information.**
 - b. **SBA Form 1244 Page 7** – also required for each officer, director or key employee.
 - c. If “yes” to questions 2 or 3, also complete **Statement of Personal History – Form 912.**
 - d. **Personal Financial Statement – Form 413** – current within 90 days & signed by spouse if married.
 - e. **2 Years Personal Tax Returns** – including K-1’s for all entities reported on returns.
 - f. **Personal Resume.**
 - g. **Color copy of Driver’s License.**
- 4. For borrowing company (EPC / RE holding company) and/or operating company (OC):
 - a. **Authorization to Release Information.**
 - b. **Current Profit & Loss and Balance Sheet** – within 120 days.
 - c. **Current Aging Accounts Payable and Accounts Receivable** – within 120 days.
 - d. **2 Years Business Tax Returns or Year-end P&L and Balance Sheet** – if business acquisition, must obtain from seller and provide opening balance sheet for new ownership operations.
 - e. **2 Years Projected Income Statement for Operating Company with written description of the assumptions used in the projections.**
 - f. **Organizational documents** – operating agreements, bylaws, articles, ownership ledger.
 - g. **If new business** (operating less than 2 years), **provide:**
 - i. Business Plan.
 - ii. Monthly cash flow for first 12 months of operation with assumptions.
 - iii. Opening and Projected Balance Sheets.
- 5. **Affiliate Financial Statements** - for all businesses in which any owner of operating company, the borrowing entity or any guarantor has ownership – provide a & b first. SDDC will determine what is needed for c.
 - a. Ownership list for all affiliates with percentage ownership in each.
 - b. Organizational docs - operating agreements, bylaws, articles.
 - c. 2 years tax returns or year-end P&L and balance sheet.
- 6. **Environmental Questionnaire** – Pages 1 & 2 completed Current Property Owner. Be sure to provide detailed answers for ALL the questions. If a Transaction Screen, RSRA, Phase I, II, or III audit was conducted now or in the past, please provide a copy with the completed questionnaire.
- 7. **Franchise/Dealer/Licensing Agreements.**
- 8. **Appraisal**– for real estate and/or for any used equipment being purchased under the 504 loan. Appraisal must include South Dakota Development Corporation/SBA as intended user.
- 10. Completed forms will be provided by South Dakota Development Corp. for signatures (EPC, OC, Individuals)
 - a. **Statements Req’d by Law & Exec. Order – Form 1244 Part C** – also answer checkboxes on pg 3. _____
 - b. **Request for Transcript of Tax Return – Form 4506-T.**
- 11. From Primary Lender:
 - a. **Lenders Credit Memo.**
 - b. **Environmental Questionnaire** – Page 3.
 - c. **Bank Letter** – will be provided by South Dakota Development Corp.

Revised 09/26/2019