

# SBA 504 Loan Application Checklist



- \_\_\_ 1. **South Dakota Development Corp. loan Application** - complete all 8 pages.
- \_\_\_ 2. **SBA Form 912-SBA Statement of Personal History**
- \_\_\_ 3. **Cost documentation** - Purchase Agreement w/ all amendments, Itemized Construction & Equipment bids on vendor letterhead, must equal amount requested on application.
- \_\_\_ 4. For **refinanced debt**, must provide original note, mortgage, settlement statement, and statement of 2 years payment history.
- \_\_\_ 5. For each **INDIVIDUAL** with 20% or more ownership or requiring a personal guarantee in the borrowing and/or operating companies:
  - \_\_\_ a. **Personal Financial Statement –Form 413** – current within 90 days & signed by spouse if married.
  - \_\_\_ b. **2 Years Personal Tax Returns** – including K-1's for all entities reported on returns.
  - \_\_\_ c. **Color copy of Driver's License and Professional Resume.**
- \_\_\_ 6. For borrowing company (EPC / RE holding company) and/or operating company (OC):
  - \_\_\_ a. **Current Profit & Loss and Balance Sheet** – within 120 days.
  - \_\_\_ b. **Current Aging Accounts Payable and Accounts Receivable** – within 120 days.
  - \_\_\_ c. **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.
  - \_\_\_ d. **2 Years Projected Income Statement for Operating Company with written description of the assumptions used in the projections.**
  - \_\_\_ e. **Organizational documents** – operating agreements, bylaws, articles, ownership ledger.
  - \_\_\_ f. **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.
- \_\_\_ 7. **Affiliate Financial Statements**
  - \_\_\_ 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.
- \_\_\_ 8. **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.
- \_\_\_ 9. **Franchise/Dealer/Licensing Agreements**
- \_\_\_ 10. **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.
- \_\_\_ 11. 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 check boxes on pg 3.
  - \_\_\_ b. **Request for Transcript of Tax Return – Form 4506-T.**
- \_\_\_ 12. From Primary Lender:
  - \_\_\_ a. **Lenders Credit Memo.**
  - \_\_\_ b. **Bank Commitment Letter w/ Terms**
  - \_\_\_ c. **Explanation of "Credit Elsewhere Test"-Lenders please reach out SDDC with questions (605-275-1504)**