

504 Loan Application



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OPERATING COMPANY INFORMATION (OC)

Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Principal in Charge: _____ Phone: _____

Secondary Contact Person: _____ Phone: _____

Email Address: _____ Franchise Name (if applicable) _____

Type of Business: _____ Date Established: _____

Type of Entity (check one) Proprietorship Partnership Corporation LLC Federal Tax ID Number: _____

OPERATING COMPANY OWNERSHIP (OC)

Name: _____ Title: _____ % of Ownership: _____

Name: _____ Title: _____ % of Ownership: _____

Name: _____ Title: _____ % of Ownership: _____

*Attach ownership list if applicable

**To equal 100%

REAL ESTATE HOLDING ENTITY INFORMATION (IF APPLICABLE)

Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Principal in Charge: _____ Phone: _____

Secondary Contact Person: _____ Phone: _____

Email Address: _____

Type of Business: _____ Date Established: _____

Type of Entity (check one) Proprietorship Partnership Corporation LLC Federal Tax ID Number: _____

REAL ESTATE HOLDING OWNERSHIP STRUCTURE

Name: _____ Title: _____ % of Ownership: _____

Name: _____ Title: _____ % of Ownership: _____

Name: _____ Title: _____ % of Ownership: _____

*Attach ownership list if applicable

EXISTING BUSINESS LOCATIONS

Address: _____ Square Feet: _____ Lease Payment: _____ Lease Expiration: _____

Replaced by new facility? _____

Address: _____ Square Feet: _____ Lease Payment: _____ Lease Expiration: _____

Replaced by new facility? _____

PROJECT INFORMATION

Project Address: _____ City _____ State _____ Zip _____ County _____

How large is this facility (square feet)? _____

How much space in the facility will your business occupy? _____ (square feet)

How many months (approx.) remain on existing leases? _____

The Equipment being purchased is: New Used

Est. remaining useful life of the equipment: _____ years

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

Real Estate Agent: _____

Real Estate Agent Phone # and/or email address: _____

Bank Officer: _____

Phone # _____

Fax # _____

Email: _____

TOTAL PROJECT COSTS

Proposed Uses of Funds:

\$

Purchase Land: _____

Purchase Land & Existing Building: _____

Construction/Remodeling: _____

Purchase / Install NEW Equipment: _____

Purchase / Install USED Equipment: _____

Professional Fees (related to closing):

 Engineering Costs: _____

 Architecture expenditures: _____

 Appraisal: _____

 Environmental report(s): _____

 Impact/permit fees: _____

 Utility hook-up fees: _____

 Title Insurance/recording fees: _____

 Other: _____

 Other: _____

Interest & fees on the interim/construction loan: _____

Contingency (up to 10% of construction): _____

Debt to be refinanced: _____

Other expenses (eligible business expenses related to Jobs Act refinancing, contingency, interest on interim financing, etc.): _____

Other Fees: _____

TOTAL PROJECT COSTS = _____

Sources of Funds & Equity Injection:

\$

%

Equity Injection – Business Cash: _____

Equity Injection – Personal Cash: _____

Equity Injection – Seller carry note: _____

Equity Injection other: _____

SBA 504 Loan: _____

Bank: _____

Other: _____

*Seller Carry Note cannot be repaid faster than SBA note-may require stand-by & be subordinate to 504 debt.

*i.e. equity in project land or R/E owned <2 years

TOTAL PROJECT COSTS= _____

100%

What SBA 504 loan will you be applying for: 10, 20, or 25 year debenture? _____

AGING OF ACCOUNTS RECEIVABLE AND ACCOUNTS PAYABLE (if applicable)

Name of Agency	Borrower's Name	Original Amount	Date	Loan Status	Outstanding Balance	Amount of Loss to the Gov't
Agency Loan #						
#						
#						
#						
#						

If no SBA or government debt, please check here _____

SMALL BUSINESS DEBT SCHEDULE

To whom payable (i.e. current lender)	Original Amount	Original Date	Present Balance	Interest Rate	Maturity Date	Monthly Payment	Collateral Securing this Specific Obligation

CURRENT AND PREVIOUS SBA AND OTHER GOVERNMENT DEBTS

Please provide a summary of the aging of your Accounts Receivable and Accounts Payable below. Totals must reconcile with figures on the latest balance sheet that you have provided with this loan application.

<u>Aging</u>	<u>Accounts Receivable</u>	<u>Accounts Payable</u>
Under 30 days	_____	_____
30 to 59 days	_____	_____
60 to 89 days	_____	_____
90 to 119 days	_____	_____
120 days & over	_____	_____
Uncollectible	_____	_____
TOTALS	_____	_____

EMPLOYEE QUESTIONNAIRE

Current:

Number of current full-time employees: _____
 Number of current part-time employees: _____
 Average number of hours per week of part-time employees: _____

Job Creation:

Estimated number of new full-time employees within the next two years because of this project: _____
 Estimated number of new part-time employees within the next two years because of this project: _____
 Estimated average number of hours per week of part-time employees because of this project: _____

Key employees	Title	Responsibilities	Years with Company	Years in the Industry

PLEASE COMPLETE A SEPARATE MANAGEMENT PROFILE FOR EACH OWNER OF 20% OR GREATER AND FOR ANY KEY EMPLOYEES

PERSONAL INFORMATION

****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.****

Legal Name:		Residential Address:	
DOB:	SSN:	Address Line 2:	
Home Phone:	Cell Phone:	City:	State:
Email Address:		Country:	Zip:
US Citizen: <input type="checkbox"/> YES <input type="checkbox"/> NO	Resident Alien #:	Place of Birth:	Country of Origin:

<p>With which race do you more closely identify? Choose only one (optional):</p> <p><input type="checkbox"/> African American <input type="checkbox"/> Native American (other than Eskimo or Aleut) <input type="checkbox"/> Eskimo or Aleut</p> <p><input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> White</p> <p><input type="checkbox"/> Other _____</p>	<p>Indicate gender (optional):</p> <p><input type="checkbox"/> Male <input type="checkbox"/> Female</p>
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Military Service background

Branch: _____ Job: _____ Rank at discharge: _____

Honorable discharge? Yes No

Vietnam veteran? Yes No

EXPERIENCE

Fill out information below OR attach a resume that includes the items below:

<i>Education</i>		
School Names	Dates Attended	Degree Attained or Certificates

<i>Work Experience</i>			
Company Name	Position Title	Dates Position Held	Duties

Other Accomplishments and Abilities

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AFFILIATED BUSINESSES				
Business Name	ALL Owner's Name & Title	% of ALL Ownership	Business TIN	Nature of Business

**If any Principal(s) of this 504 Loan request maintain 50% or more ownership, controls the affiliate, or the affiliate is a closely related entity, then the Affiliate Businesses must also submit 2 years fiscal year end statements or tax returns.*

1. Do you have ownership interest in any other entity that has existing SBA loans? If yes, please provide loan numbers and current status: Yes No
2. Are you presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction? Yes No
3. Have you been arrested in the last 6 months for any criminal offense? Yes No
4. For any criminal offense – other than a minor vehicle violation – have you ever 1) been convicted; 2) pleaded guilty; 3) pleaded nolo contendere; 4) been placed on pretrial diversion; or 5) been placed on any form of parole or probation (including probation before judgement)? Yes No
5. Are you presently suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or agency? Yes No
6. If you are 50% of more owner of the Applicant, are you more than 60 days delinquent on any obligation to pay child support arising under an administrative order, court order, repayment agreement between the holder and a custodial parent, or repayment agreement between the holder and a state agency providing child support enforcement services? Yes No
7. Have you or any officer of your company ever declared bankruptcy or been involved in insolvency proceedings? Yes No
8. Are you or your business currently the subject of any pending lawsuits (including divorce)? Yes No
9. Has the Applicant or any affiliated company of the Applicant as well as an Associate of the Applicant received any previous government financing? Yes No
10. Is the Applicant or any Associate of the Applicant currently incarcerated, serving a sentence of imprisonment imposed upon adjudication of guilty, or is under indictment for a felony or any crime involving or relating to financial misconduct or a false statement? (If “Yes” the Applicant is not eligible for SBA financial assistance. Yes No

FEE DISCLOSURE & AUTHORIZATION TO RELEASE INFORMATION

I, as the Undersigned, hereby authorize South Dakota Development Corporation and/or the U.S. Small Business Administration, its successors or assigns, to pull credit reports, and any other confidential reports, required in the evaluation of the attached loan application and the servicing of the loan, if approved, throughout the full term of the loan. I authorize Dakota Business Lending or the U.S. Small Business Administration, its successors and assigns, to release necessary loan information to other entities, as required for processing the loan application or servicing the loan, as well as to request and receive any private information of the Undersigned from other entities, including but not limited to, insurance companies, lenders, and accountants/bookkeepers.

I certify that I am not delinquent more than 60 days under the terms of any (a) administrative order, (b) court order, or (c) repayment agreement requiring payment of child support

I certify that I have never caused the government a loss as a result of a prior borrowing relationship (whether a direct business or personal loan), a loan in which I was a guarantor, or a loan to a business in which I had an ownership interest. Loans include but are not limited to student loans, government guaranteed residential mortgages and business loans, both direct or government guaranteed

The undersigned hereby certifies that the information provided in the attached loan application and any related attachments are true and correct. The undersigned understands that the false statements may result in the denial of the loan request

The following fees relate to all SBA 504 loan applications are to be paid by the borrower once incurred whether the debenture is approved/funded or does not move forward for any reason: Application hard costs (credit reports, tax transcripts, etc.), approximately \$400 for RSRA Environmental Study plus any additional environmental testing needed, all hard costs associated with closing a loan (title policy, recording, UCC, SOS Certified Articles, Flood Cert, etc.) and any loan specific approved fees associated with the loan. The environmental testing fees are due prior to testing being ordered. The application and closing hard costs are due at the time of the SBA loan closing. Any loan specific fees are due prior to action taking place.

I am applying for financial support from South Dakota Development Corporation through the SBA guaranteed loan program. I understand that a report will be acquired prior to approval of the SBA loan to determine eligibility for SBA financing. This report is the Credit Alert Verification Reporting System (CAIVRS) to determine if any of the individuals or businesses have outstanding Delinquent Federal Debt or Prior Loss caused to the federal government. I also understand that if the small business defaults on the SBA-guaranteed loan and SBA suffers a loss, the names of the small business and the guarantors of the SBA-guaranteed loan will be referred for listing in the CAIVRS database, which may affect their eligibility for further financial assistance.

A Certified Development Company (CDC) is limited by regulation to charging an Applicant up to 1.5 percent of the net debenture to cover the CDC's costs associated with all activities required to process the 504 loan request including screening and packaging the loan. Two-thirds of this fee is considered earned and may be collected by the CDC when the 504 loan authorization for the debenture is issued by SBA. The CDC will pass through expenses post authorization such as environmental report costs, title work expenses, recording fees, filing fees, and credit report costs. The CDC will pass through any post funding servicing related requests/costs such as subordinations, assumptions, or prepayments.

I/We hereby authorize the release to South Dakota Development Corporation of any information they may require at any time for any purpose related to my/our credit transaction with them, including but not limited to credit checks or inquiries concerning my/our creditworthiness, credit standing, credit capacity, character, or general reputation. I/We further authorize South Dakota Development Corporation to release such information to any entity they deem necessary for any purpose related to my/our credit transaction with them.

I/We hereby certify that the enclosed information, including any attachments or exhibits provided here within or at a later date, is valid and correct to the best of my/our knowledge.

I authorize the release of all loan application and/or closing information for the current project and all corresponding information (including but not limited to financial information, tax returns, schedules, application, credit reports, etc.) that has been provided to the participating lender identified now or in the future. Likewise, SDDC is authorized to provide all loan application and/or closing information for the current project and all corresponding information to the participating lender(s), as needed.

Name of applicant(s) _____

Signature of applicant(s) _____

Date _____