

# SBA 504 Loan Application Checklist



1. **South Dakota Development Corp. loan Application** - complete all 6 pages.
2. For each **INDIVIDUAL** with 20% or more ownership or requiring a personal guarantee in the borrowing and/or operating companies:
  - a. **Management profile** – included in SDDC application.
  - b. **Personal Financial Statement –Form 413** – current within 90 days & signed by spouse if married.
  - c. **2 Years Personal Tax Returns** – including K-1's for all entities reported on returns.
  - d. **Color copy of Driver's License.**
3. **Management Agreements**-Please provide any applicable management agreements.
4. **Cost documentation** - Purchase Agreement w/ all amendments, Itemized Construction & Equipment bids on vendor letterhead, must equal amount requested on application.
5. For **refinanced debt**, must provide original note, mortgage, settlement statement, and statement of 2 years payment history.
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** – 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** – Cert. of good standing, 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, Phases 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. **Any Previous Government Debt for borrowing company or affiliated company**
  - a. PPP, EIDL, 7a, or any government linked loan documentation must be submitted with the SBA loan package.
11. **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.
12. 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-C.**
13. 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)**
  - d. **Survey for Real Estate Property**