



SBA 504 Borrower Checklist

Items needed for application.

BUSINESS INFORMATION

- Business financial statements for the last 3 years, along with A/R and A/P aging reports
- Business tax returns for the last 3 years
- Business debt schedule
- Two years projected income statement with assumptions broken down by month for 1st year
- Interim financial statements within last 60 days
- Affiliated business – 2 years financials and current financial statements (if applicable)

LEGAL ENTITY DOCUMENTS (AS APPLICABLE)

- Sole Proprietorship – Assumed Business Name filing
- Corporation – articles of Incorporation & corporate By-Laws
- LLC – Articles of Organization & Operating agreement
- Partnership – Partnership agreement
- Franchise agreement (if applicable)

PERSONAL INFORMATION (FOR EACH 20% OWNER)

- Personal tax returns for last 3 years
- Personal Financial Statements (SBA Form 413)
- Personal History Statements (SBA Form 912)
- Copy of driver's licenses

REAL ESTATE INFORMATION

- Real Estate Purchase agreement or Settlement Statement
- Construction cost budget and / or equipment bids
- Existing Environmental studies
- Appraisal

** All financial statements must be signed and dated by the applicants – please sign front page of all financials (tax returns, interim statements, personal financials, etc.)