



504 LOAN APPLICATION CHECKLIST

Company Name _____
Current Address _____
Contact Name _____
Phone _____ Fax _____
Email of Owner or Primary Contact _____

Company Information

- Corporate tax returns for business – last three years
- Corporate tax returns for affiliates (if any) – last three years
- Interim financial statements for business and affiliates (if any) (within 90 days)
- Schedule of existing company debt (creditor, balance, monthly payment)
- Most recent aging of accounts receivable and payable
- Two-year projection of income and expenses with assumptions (for start-ups, year one should include a month-by-month cash flow analysis)
- Is this a Franchise? Ask an ABC Champion for additional pre-application requirements
- Is this a Refinance? Ask an ABC Champion for additional pre-application requirements

Owner Information *(for each 20% or more owner of the business or real estate)*

- Personal data sheet
- Last three years personal income tax returns
- Copy of Driver's License

Other Information

- Detailed breakdown of project costs (include copies of all purchase agreements, construction estimates, equipment quotes, etc.)
- Documentation of equity injection (two months of account statements for the account(s) from which the funds will be withdrawn)
- Articles of Incorporation/Organization, Bylaws and/or Operating Agreement for both Operating Company and Real Estate Holding Company. If either is a partnership, then provide a Partnership Agreement as well.
- Real estate appraisal and environmental reports (if available). Small Business Growth Corporation **and** the U.S. Small Business Administration should be named as a recipient on the reports.
- Debt Refinance loan documentation for debt being refinanced (Note, Mortgage, UCC, Security Agreement, Title Report, Transcript (12-month payment history) – See Refinance Checklist for more details

Please note: AmPac and SBA reserve the right to request specific-to-your-project information that is not listed in this checklist if needed to make an informed decision.