

INDIANA STATEWIDE CERTIFIED DEVELOPMENT CORPORATION

4181 East 96th Street
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Indianapolis,
Indiana
46240
(317)-844-9810
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SBA 504 LOAN APPLICATION CHECKLIST

Business Information:

- _____ **History** and description of the business and the qualifications and background of the principals involved in day-to-day management of the business-
Square Footage of project facility & Job Creation estimate- REQUIRED INFO
- _____ **Key cost documents:** Including a breakdown of use of proceeds supported by: executed real estate purchase agreements; contractor cost estimates for construction or renovations; vendor quotes for machinery and equipment purchases
- _____ **Year-end Balance Sheet and Income Statement** for the previous 2 years- **SIGNED ON ALL PAGES**
- _____ **Corporate Tax Returns** for the previous 2 years- **SIGNED**
- _____ **Year-to-Date Balance Sheet and Income Statement** dated within 120 days of application - **SIGNED ON ALL PAGES**
Including:
_____ a): **Aging of accounts receivable and accounts payable.** Totals should be consistent with A/R and A/P on the current Balance Sheet
_____ b): **Debt Schedule.** Totals should be consistent with Notes Payable on the current Balance Sheet
- _____ **Projected, Annualized Income Statement** for the first 2 years after the loan with a **description of assumptions** included
- _____ For a **new business**, a **monthly cash flow analysis** for the first 12 months of operations or for three months beyond the breakeven point (whichever is longer) together with a **description of assumptions** included
- _____ Corporate Documents: (provided by borrower and any guarantors, as applicable)
_____ a) Corporation: copies of the Articles of Incorporation, Certificate of Incorporation and By-Laws
_____ b) Partnership: copies of the Certificate of Partnership and Partnership Agreement
_____ c) Limited Liability Company: copies of the Articles of Organization, Certificate of Organization and Operating Agreement

Professionally
Managed by
Cambridge Capital
Management Corp.

_____ **SBA Form 4506-T- Request for Copy of Tax Transcript - One for Each Existing Company**

_____ **1244 Part C - Statements Required by Law and Executive Order.** Respond to the questions on the top of Page "11" of the form and sign where indicated

_____ **Applicant Agreement Form** to be signed by the borrower and submitted with a deposit of \$1,000. Make checks payable to Indiana Statewide Certified Development Corp.

Bank Information:

_____ A copy of the participating Lender's **commitment letter** stating the terms and conditions of its participation and the reason(s) why it is requesting 504 participation

_____ A copy of the Lender's **credit summary/write-up:** If available, copies of credit reports for borrowers and guarantors.

_____ **Independent Appraisal:** Real Estate or Used Equipment (see appraisal requirements)

_____ **Environmental Report:** *Please call us before ordering* (see environmental requirements)

Personal Information: (needed for all individuals with 20% or more ownership)

_____ **Personal History Statement** (SBA Form 912)

_____ **Personal Financial Statement** (SBA Form 413) current within 90 days. Must Be Signed By Both Husband & Wife

_____ **Personal Tax Return** (1040) for the previous, 1 year- **SIGNED**

Other Documents:

_____ A schedule of any previous government financing by any principals or affiliates: indicate name of agency; the original amount; date of request; outstanding balance; whether or not it is current, delinquent or paid in full; and collateral securing the loans.

_____ Affiliates: Determined through ownership (20% or more) or management control, or subsidiary businesses; Need: Year-end Financials for prior 2 years (Signed on all pages), &/or 2 years Federal Tax Returns (signed) and Year-to-Date Financials

_____ If a franchise, include a copy of the Franchise Agreement and the Franchisor's Disclosure Statement (Offering Circular). Other Information may be required upon review.