



SBA 504 Lender Loan Reference Guide

Required Business Information:

- ISCDC 504 Application- (Business Plan if available)
- Business Year-end Financials for 2 prior years (signed)
- Business Year-to-Date Financials (current within 120 days, signed)
- Aging of Accounts Receivable and Payable (consistent with YTD financials)
- Business Debt Schedule* (consistent with YTD financials)
- Federal Tax Returns for 2 prior years (signed)
- Previous Government Financing History*
- Annualized Projected Income Statement- With assumptions defined
- IRS form 4506-T* – Only signed by borrower (we will complete the form)
- SBA 1244 Part C* – Signed by all guaranteeing parties
- Corporate Documents (if available)

Borrower Personal Information: (for each individual with 20% or greater ownership)

- SBA Form 413* – Personal Financial Statement (current within 90 days, signed by Husband & Wife)
- Personal Federal Tax Return for 1 prior year (signed)
- SBA Form 912* - Personal History Statement
- Resume' of Owners; Principal; and Managers

Project Cost Documentation:

- Executed Purchase Agreement
- Contractor Cost Estimates
- Vendor quotes for machinery and equipment
- Appraisal – ordered by bank (see appraisal requirements)
- Environmental- ordered by bank (see environmental requirements)

Other Needed Documentation:

- Affiliate Financial Statement (Federal Returns for 2 years prior, signed)
- Franchise Documentation- Franchise Agreement, FTC Disclosure Statement (other information may be required upon review)
- Bank's Credit Memo/ Credit Approval
- Lender Credit Not Available form* stating reasoning for using the 504 program
- Other _____

Application Deposit:

- Application Deposit: Check for \$1,000 payable to ISCDC
- Application Agreement form *

* Forms included in borrower application package and online