



SBA 504 LOAN APPLICATION CHECKLIST

1. Company Name _____
2. Current Address _____
3. Square Feet (Existing Location) _____ Number of Employees _____
4. Phone (_____) _____ Fax (_____) _____
5. Primary Contact: _____
6. Email Address: _____

Company Information

1. ___ Last three years corporate tax returns for business
2. ___ Last three years corporate tax returns for all affiliates (if any)
3. ___ Interim financial statements (within 90 days)
4. ___ Schedule of existing company debt (creditor, balance, monthly payment)
5. ___ Most recent aging of accounts receivable and payable
6. ___ Two-year income and expense projections

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

1. ___ Personal financial statement (bank form is acceptable)
2. ___ Personal Data Sheet (use attached form)
3. ___ Last three years federal income tax returns

Other Information

1. ___ Detailed breakdown of project costs (include copies of all purchase agreements, construction estimates, equipment quotes, etc.)
2. ___ Real estate appraisal and environmental reports (if available). Somercor and the SBA should be named as a recipient on the reports. Contact our office for detailed instructions.
3. ___ Application fee of \$1,000.00 payable to Somercor.



Personal Data Sheet (COMPLETE FOR ANY 20% OR MORE OWNER OR OFFICER)

Full Name _____ SSN# _____

Date of Birth _____ Place of Birth _____

Mobile Phone _____ Business Phone _____

Email Address _____

Residence Address _____ (From/To) _____

Previous Address _____ (From/To) _____

- Are you employed by the U.S. Government? **Yes** **No** Agency/Position _____
- Are you a U.S. Citizen? **Yes** **No** If no, provide your Alien registration number _____
- Are you presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction? **Yes** **No**
- Have you been arrested for a criminal offense? **Yes** **No**
- For any criminal offense-other than a minor motor vehicle violation-have you ever: 1) been convicted; 2) plead guilty; 3) plead nolo contendere; 4) been placed on pretrial diversion, or 5) been placed on any form of parole or probation (including probation before judgment)? **Yes** **No**
- Has the company or any 20% or more owner ever been involved in a bankruptcy or insolvency proceedings? **Yes** **No**
- Is the company or any 20% or more owner involved in any pending lawsuits? **Yes** **No**
- Is the company, its affiliate(s) (if applicable) and all of its owner(s) current on taxes? **Yes** **No**

Military Service Background

Branch of Service _____ Dates of Service _____

Work Experience (List chronologically, beginning with present employment. Attach separate exhibit if necessary)

1) Company Name/Location _____

From _____ To: _____ Title: _____

Duties: _____

2) Company Name/Location _____

From _____ To: _____ Title: _____

Duties: _____

Education

College/Technical Training - Name/Location	Dates Attended	Major	Degree/Certificate

By signing below, I authorize Somercor to perform the necessary background checks, which includes, but is not limited to, obtaining information about me from credit reporting, government and law enforcement agencies.

Signature _____ Date _____