

NOTICE

IMPORTANT INFORMATION
ABOUT IDENTIFICATION PROCEDURES WHEN OBTAINING A 504 LOAN

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all Certified Development Companies to obtain, verify and record information that identifies each person who applies for a 504 Loan.

What this means for you: When you apply for a 504 Loan, we will ask for your name, address, date of birth, and other information that will allow us to identify you.

Please provide a copy of your driver's license, state identification card, or alien status card (both sides).

CERTIFICATION

I/We hereby certify that the information contained on this application form as well as the material included as attachments to this document are correct to the best of my/our knowledge.

I/We hereby certify that I/We have read, understand and agree to the terms and conditions of the SBA 504 Loan Program.

Date:

Type Name

Signature _____

Type Name

Signature _____

Type Name

Signature _____

For every signature, please provide a copy of both sides of your driver's license, state identification card, or alien status card.

Special assistance is available to ensure this program is accessible to all individuals.

Application for Section 504 Loans



1. SBA Form 413, Personal Financial Statement (or equivalent) signed and current within 90 days for each proprietor, partner or stockholder with 20% or more ownership of the Applicant, and, if different, each owner with 20% or more ownership of the EPC, as well as copies of federal income tax returns for the last one year. N/A
2. Include balance sheets, income statements, and tax returns for the previous 2 years or the number of years the Applicant has generated revenue, whichever is less. N/A
3. A balance sheet and income statement dated within 120 days prior to submission to SBA and an aging of the accounts receivable and accounts payable. If the Applicant is a new business, provide a pro forma balance sheet with assumptions.
4. Projected, annualized income statement for the first two years after the loan is received along with assumptions used.
5. For a new business, a monthly cashflow analysis for the first 12 months of operation or for three months beyond the breakeven point (whichever is longer) together with assumptions used. N/A
6. A schedule of current debts. Include the original dates and amounts, monthly payments, interest rates, present balances owed, maturities, and to whom payable, plus collateral securing loan. N/A.
7. A schedule of any previous government financing received by the Applicant or any affiliated company of the Applicant as well as any Associate of the Applicant. Include the name of the agency (Federal, State or local), original date and amount, outstanding balance, status of the loan (current, delinquent, technical default, paid in full, or charged off), and collateral securing the loan. N/A
8. The names of affiliated or subsidiary businesses (as determined under 13 CFR 121.301(f)) and their fiscal year-end financial statements and/or federal income tax returns for the last two years (or three years, if the industry size standard is being used to qualify under size standards). Concerns and entities are affiliates of each other when one controls or has the power to control the other, or a third party (or parties) controls or has power to control both. For example, affiliation may arise through ownership, common management (including through a management agreement), or when there is an identity of interest between close relatives with identical, or substantially identical, business interests. N/A
9. For an Applicant that is or will be operating under a Franchise/license/dealer/jobber or similar agreement:

Copies of all franchise documents. (If the Applicant operates under multiple agreements, provide that documentation as well.) N/A
10. A copy of key cost documents such as contractor costs, estimates, vendor quotes for machinery and equipment, etc. as well as an itemized listing of estimated professional fees (e.g. appraiser, architect, legal, etc.). Full or partially executed purchase/sale agreements must be provided.
11. An independent appraisal for project real estate if available. Not Available

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12. Environmental analysis (if applicable). Not Available
13. USCIS verification of the USCIS status of any alien who is an owner of 20% or more of the small business Applicant or any person who controls (as defined by SBA regulations and policies) the small business Applicant. N/A
14. A completed SBA Form 159, Fee Disclosure Form and Compensation Agreement. Identify if the Small Business Applicant used any Agent (packager, loan broker, accountant, lawyer, etc.) to assist in (a) preparing the loan application or any related materials and/or (b) referring the loan to the lender. N/A
15. For "Debt Refinancing with Expansion:" Copies of the most current debt and lien instruments and transcript of account or equivalent for any debts being refinanced and certifications required for refinancing. N/A
16. For "Debt Refinancing Without Expansion:" Copies of the transcript(s) of account or equivalent for any debts being refinanced, certifications required for refinancing and, if the debt was previously refinanced within two years of the date of application, copies of the most current debt and lien instruments as well as copies of the debt and lien instruments for the debt that was replaced by the most current debt.. N/A
17. SBA Form 2481, "Historic Property Borrower Certification," if applicable, is required at time of application and must be included as part of this exhibit. N/A
18. If applicable, documentation showing that the small business Applicant's products and/or services are exported or that there is a plan to begin exporting as a result of this loan. Provide the estimated total export sales this loan will support. N/A
19. If applicable, attach any licenses that are required to operate the business or describe the expected timeline and methods through which necessary licenses will be acquired (if applicable). N/A
20. For Applicants connected, associated or affiliated with a religious organization or which may have a religious component, an SBA Form 1971, "Religious Eligibility Worksheet," and supporting documentation, including SBA clearance documents. N/A
21. Documents related to the Standards of Conduct Committee review or clearance of the Statement of No Objection. N/A
22. Identify all Applicant pending lawsuits (including divorce) and attach copies of the proceedings. Provide comments on insurance coverage and a letter from the Applicant's attorney on the impact of the pending litigation. N/A
23. Provide all documentation pertaining to the criminal backgrounds of the applicant and its associates. N/A