



U.S SMALL BUSINESS ADMINISTRATION
APPLICATION FOR SECTION 504 LOAN

Name of Operating Company: _____

Phone Number: _____ Fax: _____

Name of Real Estate Owners (if different): _____

Name of Contact Person(s): _____

*ADDITIONAL DOCUMENTS WILL BE CREATED BY OUR PROCESSORS FOR YOUR SIGNATURE & ADDITIONAL NEEDS LISTS MAY BE SENT TO YOU REQUESTING INFORMATION.

THE FOLLOWING ITEMS MUST BE SUBMITTED:

ITEMS SUBMITTED BY THE BORROWER:

- 1. Information Sheet – all officers, directors and 20% or more owners of both the operating company and owners of the real estate.
2. A history/description of the business, analysis of management ability and expected benefit of loan information (or a business plan)
3. Personal History Statement (SBA Form 912) for each proprietor, partner, or stockholder with 20% or more ownership *FORM PROVIDED
4. Personal Financial Statement (SBA Form 413) current within 90 days for each proprietor, partner, or stockholder with 20% or more ownership. *FORM PROVIDED
5. Resumes for the principals involved in the day-to-day management
6. A balance sheet and income statement for the operating company dated within 120 days. Also provide aging of accounts receivable and accounts payable, if applicable.
7. Tax Returns for the past two years (business)
8. Projected income statement of the operating company for two years on an annualized basis. Include a description of assumptions.
9. For new businesses, projected income statement of the operating company for three years on a month-by-month basis. Include a description of assumptions.
10. A schedule of existing business debt *CAN PROVIDE FORM IF NEEDED
11. A schedule of any previous government financing received by any principals or affiliated companies.

- 12. The names of affiliated (through ownership or management control) or subsidiary businesses as well as the last two tax returns and a current financial statement for each of these firms
13. Is this business a franchise? YES ___ NO ___ If yes, include a copy of the Franchise Agreement and the Franchiser’s Disclosure Statement.
14. A copy of the key cost documents, such as real estate purchase agreements, contractor cost estimates, vendor quotes for machinery and equipment, etc.
15. If applicable, a copy of the existing or proposed lease agreement
16. Copies of Articles of Incorporation/ Partnership Agreement/L.L.C documents, etc. where applicable.
17. Estimated Total Project Costs Worksheet.
18. Personal Tax Return for previous two years
19. Signed Assistance Agreement & Fees Disclosure Statement, \$1500.00 Good Faith Deposit. (Borrower receives after funding) *FORMS PROVIDED

ITEMS SUBMITTED BY THE BANK:

- Provide a copy of an independent appraisal for construction projects on an “as completed” basis or for an existing facility. Bank or First Mortgage Lender must order this.
Environmental Analysis, if applicable, will be determined by the Bank/CDC. At a minimum, fill out the attached “Environmental Risk Questionnaire.”
A commitment letter from the participating lender stating terms and conditions of its participation.

Thanks for your business! Nikol Munguia-Pavon, Business Development Officer
281-298-1067 nikolmunguia@capitalcdc.com www.capitalcdc.com



PROJECT COSTS - WORKSHEET

Land Purchase	\$ _____
Land & Building Acquisition	\$ _____
Building Construction Costs	\$ _____
Site Improvements	\$ _____
Renovation	\$ _____
10% Cost Overrun Provision on Construction/ Contingency	\$ _____
Machinery, Equipment, Furnishings and Fixtures	\$ _____
Professional Fees – Appraisal, Legal, Architect, Engineer, Environmental, Etc	\$ _____
Points on Construction, Interest, Fees on Interim Loan/ Bridge Financing	\$ _____
ESTIMATED TOTAL PROJECT COSTS	\$ _____

- *Attach Bids, Earnest Money Agreement, and Vendor Quotes, where applicable.*
- *Legal Costs associated with zoning, land use, etc. can be included. Legal Costs for closing can NOT be included as eligible 504 project costs.*